532-2/inst. 9

FPM Supplement 532–2, Federal Wage System—Nonappropriated Fund Employees

Installment 9

Washington, D.C. 20415
March 30, 1982

Table of Changes

FPM Letter 532–122 is superseded by this installment.

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
i through iv	Inst. 7	i through iii	Table of contents change to reflect the fact that Subchapter S9 is revoked and reserved. Will be reissued later this year.
49 50	Inst. 8	49 50	Incorporates Section S9–4 into Section 8–3(g).
65 through 68	Inst. 7		Revokes Subchapter S9. Will be reissued later this year.

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Federal Wage System—Nonappropriated Fund Employees

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Table of Changes

FPM Letter 532–118 is superseded.

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
1	Inst. 7	1	Adds reference to regulation 5 CFR Part 532, dated May 11, 1981.
5 6		5 6	Omits "of a lead agency" in S3–3a(2).
15 16		15 16	Adds "Wholesale" heading in S5–6b(2), Selected SIC Codes To Be Surveyed With Certainty.
17 18		17 18	1. Corrects title of Laborer (Light) survey job and corrects spelling error 2. Changes four survey jobs from required to optional category.
21 22		21 22	Adds "if requested" in S5–6i(4).
47 48		47 48	Clarifies pay computation rule.
49 50	Inst. 9	49 50	Adds lump-sum leave payments section in S8–3.
51 52	Inst. 7	51 52	Clarifies S8–4b(9), callback overtime work provision.
C–5 C–6		C–5 C–6	Reflects approved abolishment of Harris, Texas wage area.
D–3 D–4		D-3 D-4	Adds Camden County, Georgia to Duval, Florida area of application.
D–13 D–14		D–13 D–14	Adds Galveston and Harris Counties to Dallas, Texas area of application.
E–1 through E–7		E–1 through E–7	Changes four surveyjobs from required to optional category. Revises text of nine survey job descriptions.

* U.S. GOVERNMENT PRINTING OFFICE: 1982 – 361-393: 1216

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
F–15 F–16	Inst. 7	F–15 through F–21	Adds revised sample letters requesting participation of private establishments.
F–17 F–18			Corrects errors on survey summary sheet.
H–1		H–1	Adds survey order date to sample wage schedule as required by CG decision B–164371, date May 28, 1980.
V–3 through V–5		V–3 through V–5	Corrects heading.

Subchapter S1. Basic Authorities

S1–1. COVERAGE OF SUPPLEMENT

This supplement covers the procedures and instructions for the administration and operation of the Federal Wage System as it applies to employees covered by section 5342(a)(2) (B) and (C) of title 5, United States Code. For purposes of this supplement these employees are referred to as nonappropriated fund (NAF) prevailing rate employees or NAF wage employees.

S1–2. GENERAL

The Federal NAF Wage System provides common policies, systems, practices, and job-grading standards for uniform application by all agencies subject to section 5342 of title 5, United States Code, in fixing pay for prevailing rate employees as nearly as is consistent with the public interest in accordance with prevailing rates. ◆ The Office of Personnel Management has issued regulation 5 CFR Part 532, dated May 11, 1981, in order to fulfill its responsibility for the overall administration of the Prevailing Rate Systems under sections 5343 and 5346 of title 5, United States Code. ◆

S1–3. AUTHORITY FOR FEDERAL NAF WAGE SYSTEM

a. **Public Law 92–392.** Subchapter IV of chapter 53 of title 5, United States Code, as amended by Public Law 92–392, dated August 19, 1972, provides for a pay system under which the rates of pay of prevailing rate employees are fixed and adjusted from time to time as nearly as in consistent with the public interest in accordance with prevailing rates.

b. **Basic policy.** It is the policy of Congress that rates of pay of prevailing rate employees be fixed and adjusted from time to time as nearly as is consistent with the public interest in accordance with prevailing rates and be based on principles that:

(1) there will be equal pay for substantially equal work for all prevailing rate employees who are working under similar conditions of employment in all agencies within the same local wage area;

(2) there will be relative differences in pay within a local wage area when there are substantial or recognizable differences in duties, responsibilities, and qualification requirements among positions;

(3) the level of rates of pay will be maintained in line with prevailing levels for comparable work within a local wage area; and

(4) the level of rates of pay will be maintained so as to attract and retain qualified prevailing rate employees.

c. **Participation of labor organizations.** In accordance with section 5343(c)(2) of title 5, United States Code, there shall be participation at all levels by representatives of labor organizations accorded recognition as the representative of prevailing rate employees in every phase of providing an equitable system for fixing and adjusting the rates of pay for prevailing rate employees, including the planning of surveys, the drafting of specifications, the selection of data collectors, the collection and the analysis of the data, and the submission of recommendations to the head of the lead agency for wage schedules and rates and for special wage schedules and rates where appropriate.

S1–4. PAY-FIXING AUTHORITY

a. **Agencies.** The head of an agency having employees covered by section 5342(a)(2) (B) and (C) of title 5, United States Code, shall apply to these employees of his or her agency in a defined wage area the regular or special wage schedules and rates which have been established for that area under paragraph (3) of section 5343(a) or by the Office of Personnel Management under paragraph (5) of section 5343(a), as appropriate.

S1–5. CITIZENSHIP REQUIREMENT

Each prevailing rate employee employed within any of the several States or the District of Columbia shall be a United States citizen or a bona fide resident of one of the several States or the District of Columbia unless the Secretary of Labor certifies that no United States citizen or bona fide resident of one of the several States or the District of Columbia is available to fill the particular position.

Subchapter S3. Organizational and Functional Responsibilities

S3–1. GOVERNMENT-WIDE LEVEL

a. **The Office of Personnel Management.** (1) The Office of Personnel Management is responsible for prescribing the practices and procedures governing the implementation and administration of the Federal NAF Wage System and for consulting with appropriate labor organizations. With the advice of the Federal Prevailing Rate Advisory Committee and other executive agencies and labor organizations, OPM determines the basic policies, practices, and procedures for the system.

(2) OPM carries out the staff and operating functions involved in the following for employees covered by the law:

(a) Developing and issuing basic policies and procedures for the system;
(b) Defining the boundaries of individual wage and survey areas;
(c) Designating the lead agency for each survey area;
(d) Prescribing requirements for the statistical design and accomplishment of wage surveys and for the establishment of pay schedules;
(e) Establishing wage schedules and rates for NAF prevailing rate employees who are United States citizens employed in any area which is outside the Unted States, the District of Columbia, the Commonwealth of Puerto Rico, the Canal Zone, the territories, and possessions of the United States, and the Trust Territory of the Pacific Islands;
(f) Establishing occupational grouping and titling;
(g) Establishing a job-grading system;
(h) Developing and issuing job-grading standards;
(i) Providing a system for and making final decisions in employee appeals;
(j) Establishing rules for governing the administration of pay for individual employees, for example, upon appointment, transfer, promotion, and change to lower grade, including retention of pay rates as appropriate;
(k) Authorizing additional pay, as appropriate, for duty involving unusually severe working conditions or unusually severe hazards;
(l) Determining need for and authorizing use of special schedules as appropriate;
(m) Performing necessary audits and evaluations of agency wage programs to insure compliance with overall system requirements; and
(n) Otherwise providing for a continuing program of systems maintenance and improvement designed to keep the wage system fully abreast of changing conditions, practices, and techniques both in and out of the Government.

b. **Federal Prevailing Rate Advisory Committee.** The Federal Prevailing Rate Advisory Committee appointed by the Director of the Office of Personnel Management under section 5347 of title 5, United States Code, shall also study the NAF prevailing rate system and other matters pertinent to the NAF system, and from time to time, advise the Office of Personnel Management thereon. Actions taken by the Federal Prevailing Rate Advisory Committee shall be included in the annual report of the Committee to OPM and to the President for transmittal to Congress.

S3–2. AGENCY LEVEL

a. **Agencies.** (1) The heads of the Department of Defense, Department of Transportation, and Veterans Administration are responsible, within the policies and practices of the Federal NAF Wage System for fixing and administering rates of pay for NAF wage employees of their organizations.

(2) Within the policies and practices of the Federal NAF Wage System and with the advise and assistance of local wage survey committees and the agency wage committee, each agency assigned lead-agency responsibility plans and schedules wage surveys, analyzes wage survey data, and establishes wage schedules for designated wage areas. Other agencies having NAF wage employees in the wage area are provided schedules of wage rates established by the lead agency, and establish and administer these rates for NAF wage employees of their organizations.

(3) Each agency having NAF wage employees is responsible for insuring that its installations and ac-

tivities comply with requirements of the Federal NAF Wage System; that systems instructions and procedures are appropriately followed; that job-grading standards and instructions concerning pay category, titling, and coding of NAF wage jobs are expeditiously and uniformly applied; and that wage rates are properly administered for individual employees. Each such agency is responsible for establishing procedures for employee job-grading appeals, for deciding these appeals expeditiously, and for acting promptly to place into effect decisions rendered within the agency or by the Office of Personnel Management on appeals.

b. **Agency wage committees.** (1) *Organization:*

(a) Each agency designated as a lead agency under the NAF wage system shall establish an agency wage committee consisting of five members. Two members are designated by the head of the lead agency. In the Department of Defense one member each is designated by the two labor organizations having the largest number of NAF employees covered by exclusive recognition. In the other lead agencies two members are designated by the head of the labor organization having the largest number of NAF wage employees covered by exclusive recognition in the lead agency. These four members serve at the discretion of their respective designating authorities. The authority to designate labor organization members remains with the same organization, at a minimum, for a two-year period. The chairperson of the agency wage committee is designated by the head of the lead agency. The designating authorities may provide for alternates to the chairperson and members. The salaries of the chairperson and members are established and paid by their respective employers.

(b) Each agency designated as a lead agency under the NAF wage system which has already established an agency wage committee under FMP SUPPLEMENT 532–1, section S3–2b(1), shall assign the functions and responsibilities described in paragraph (2), below, to that committee.

(2) *Functions and responsibilities:*

(a) The agency wage committee considers and makes recommendations to the lead agency on any matter involved in developing the specifications for a NAF wage survey on which the lead agency proposes not to accept the recommendations of a local wage-survey committee and any matters on which a minority report has been filed.

(b) Upon completion of a NAF wage survey, the agency wage committee considers the survey data, the local wage-survey committee's report and recommendations and the statistical analyses and proposed pay schedules derived therefrom, as well as any other data or recommendations pertinent to the survey, and recommends wage schedules to the pay-fixing authority.

(c) A majority vote of the agency wage committee constitutes the decision and recommendation of the committee, but a member of the minority may file a report with the committee's recommendation.

S3–3. LOCAL LEVEL

a. **Federal installations and activities.** (1) As delegated by agency headquarters, each Federal installation or activity having NAF employees is responsible for determining pay category, titles, and codes for wage jobs; for properly applying job-grading standards; and for properly paying and administering authorized wage rates for its NAF wage employees.

(2) A local installation ★★, designated by the lead agency as the host installation for wage survey activities, provides support facilities and clerical assistance for the local wage-survey committee. All installations and activities in the area having wage employees subject to the Federal NAF Wage System are responsible for cooperating with the lead agency in providing members of the local wage-survey committee and data collectors as needed.

b. **Local NAF wage-survey committees.** (1) *Organization.* A local NAF wage-survey committee consisting of three members is established in each wage area where exclusive recognition has been granted to a labor organization pursuant to Executive Order 11491 to represent NAF employees. From among NAF employees in the wage area, one member of the committee is designated by the lead agency in the wage

S5-5. ESTABLISHING LOCAL WAGE SURVEY COMMITTEES

a. **Local wage survey committees.** (1) *Where to be established.* A local wage survey committee consisting of three members is established in each wage area where exclusive recognition has been granted to a labor organization pursuant to Executive Order 11491 to represent NAF employees.

(2) *Organization.* From among NAF employees in the wage area, one member of the committee is designated by the lead agency in the wage area; one member is recommended by the labor organization having the largest number of wage employees under the regular NAF wage schedule who are under exclusive recognition in the wage area, and is designated by his or her employing agency. Responsibility for providing those members remains with the same agency and same labor organization, at a minimum, for the duration of the two-year wage determination cycle and this responsibility does not change during the time a survey is in process. The third member of the local wage survey committee, who acts as chairperson of the committee, is designated by the lead agency, and will be an official of that agency or its instrumentalities in the local wage area. Each member continues to receive from his or her employer his or her regular pay rate.[1]

b. **Determining whether criteria for a local wage survey committee are met.** (1) *Host activity.* When requested by the lead agency, and with data reported as of the first day of the fifth months preceding the scheduled month for a full-scale survey in a wage area, the lead agency host activity obtains from local activities and reports to the lead agency:

(a) The total number of wage employees in each activity in the wage area within the coverage of regular NAF schedules of the Federal NAF Wage System.[2]

(b) The number of wage employees of each activity who are under exclusive recognitions in the wage area (excluding such recognitions which are outside the scope of the regular NAF wage schedule because pay of employees under the recognition is fixed through negotiations with the employing agency, or because of other reasons), including for each exclusive recognition unit:[2]

—the name, address, and telephone number of the recognized labor organization;

—the name of its president;

—its national affiliation;

—the number of NAF wage employees in the unit within the coverage of regular NAF wage schedules of the Federal NAF Wage System.

(2) *Lead Agency.* Based on exclusive recognition data provided by the host activity for a wage area the lead agency determines whether the criteria for establishing a local wage survey committee are met.

c. **Appointing committee members.** (1) For a wage area meeting criteria for establishing a local wage survey committee:

(a) The lead agency designates a local activity which is to appoint an official to serve as the agency member of the committee and the activity selects and appoints this member.

(b) The lead agency determines the local labor organization entitled to designate an employee of an activity on active duty status in the wage area within the coverage of the regular NAF schedules of the Federal NAF Wage System to serve as the labor member of the committee, and notifies both the local labor organization and its national headquarters of the local's entitlement. Upon the designation of a representative by the local labor organization, the lead agency forwards his or her name to the head of his or her employing activity which appoints him or her as the labor member of the local wage survey committee.

(c) The lead agency selects and appoints an official of the agency to be chairperson of the local wage survey committee and an alternate to act for the chairperson in the chairperson's absence. (As used in this supplement the term "chairperson" includes alternate to the chairperson.)

(2) Where a local wage survey committee already exists as a result of an earlier determination in connection with a previous full-scale wage survey, and there is no change in exclusive recognitions which requires a change in committee membership, the lead agency

[1] The NAF job grading system provides a basis for placing each NAF position within a grade of a schedule under the system. For an employee in a position compensated in whole or in part by such forms of pay as tips, commissions, piece rates or other such nontime rate basis, his or her regular pay rate while serving as a member of a local wage survey committee or as a data collector shall be the payline rate for the same level of position on the appropriate NAF schedule which is not compensated in whole or in part by such forms of pay.

[2] Until the NAF jobs are classified under or outside of the uniform NAF wage-grading system and more detailed information on the number of NAF wage employees becomes available, the total number of NAF employees in the wage area should be used for determining the largest union with exclusive recognition that represents NAF wage employees.

takes action to continue the local wage survey committee with the same members, or to reestablish it with different members, at the options of the agency or labor organization concerned for their respective member representatives.

d. **Organizing the local wage-survey committee.** The chairperson of the local wage survey committee takes action to organize the committee.

(1) The chairperson notifies committee members and the host activity of the date, time, and place that the organization meeting of the local wage survey committee will be held. The organization meeting usually is held approximately four months before the expected ordering of a full-scale wage survey in the area.

(2) At the organization meeting the chairperson briefs the committee on its functions and responsibilities and on significant features of previous wage surveys conducted in the wage area. The committee plans and makes arrangements for conducting the wage survey. (See paragraph S5–6c.)

S5–6. REGULAR SCHEDULE FULL-SCALE WAGE SURVEYS IN AREAS HAVING LOCAL WAGE SURVEY COMMITTEES

a. **General.** (a) Wage surveys are conducted in a wage area to determine the levels of wages paid by private enterprise establishments for representative jobs which are common to both industry and NAF activities. The surveys involve visits to establishments in the survey area to match establishment jobs with survey jobs and to obtain information concerning wage rates and other related pay and employment data. This section covers full-scale regular schedule surveys; wage change surveys and special schedule surveys are covered in sections S5–8 and S5–9.

(2) Wage surveys for the regular NAF wage schedules cover a cross-representation of the industries to which the regular NAF schedule employees of the Federal NAF Wage System are oriented. The surveys cover private enterprise establishments in industries as defined in the *Standard Industrial Classification Manual* published by the Office of Management and Budget which employ sufficient proportions of workers in the occupations surveyed to influence significantly the amount of wage data collected or the resulting area job averages at both the skilled and unskilled work levels. They exclude industries having peculiar employment conditions which directly affect the wage rates paid and which are the basis for special surveys and special rates or wage schedules when similar employment conditions occur in NAF activities (e.g., the retail industries of barber shops or motion picture theaters).

(3) This section prescribes (a) survey requirements as they relate to survey areas, industries, establishments, and jobs, including, as appropriate, permissible variations from required survey coverage and (b) methods for conducting regular wage surveys.

(4) Appendix F contains the forms used in conducting wage surveys and instructions for their use.

b. **Requirements for all regular wage surveys.** The following survey area, industry, establishment, and job coverage constitute the required coverage for all regular schedule wage surveys.

(1) *Survey area.* Each survey area is defined by the Office of Personnel Management. Definitions are in appendix D.

(a) The defined survey area coincides with the political unit of a county or an independent city or a combination of such units.

(b) The boundaries of a survey area may not be changed without prior approval of the Office of Personnel Management.

(2) *Industries included in regular wage surveys*

(a) Industries surveyed are defined in terms of the Standard Industrial Classification System developed for use in classifying industrial establishments by type of activity in which engaged. The definitions for the industry classifications are in the Standard Industrial Classification Manual, published by the Office of Management and Budget.

(b) Industries in the following Standard Industrial Classifications are included in all wage surveys for regular wage schedules.

Selected SIC Codes To Be Surveyed With Certainty

SIC	*Title*
◆ *Wholesale:* ◆	
5013	Automotive Parts and Supplies.
5122	Drugs, Drug Proprietaries, and Druggists Sundries.
5198	Paints, Varnishes, and Supplies.
5133	Piece Goods (Woven Fabrics).
5134	Notions and Other Dry Goods.
5136	Men's and Boys' Clothing and Furnishings.
5137	Women's, Children's and Infants' Clothing and accessories.
5139	Footwear.
5145	Confectionery.
5064	Electrical Appliances, Television and Radio Sets.
5065	Electrical Parts and Equipment.
5072	Hardware.
5171	Petroleum Bulk Stations and Terminals.

SIC	*Title*
5172	Petroleum and Petroleum Products Wholesalers, Except Bulk Stations and Terminals.
5194	Tobacco and Tobacco Products.
5111	Printing and Writing Paper.
5112	Stationary Supplies.
5113	Industrial and Personal Service Paper.
5021	Furniture.
5023	Home Furnishings.
5041	Sporting and Recreational Goods and Supplies.
5042	Toys and Hobby Goods and Supplies.
5043	Photographic Equipment and Supplies.
5094	Jewelry, Watches, Diamonds and Other Precious Stones.
5099	Durable Goods, Not Elsewhere Classified.
5159	Farm-Product Raw Materials, Not Elsewhere Classified.
5191	Nondurable Goods, Not Elsewhere Classified.
Retail:	
5311	Department Stores.
5331	Variety Stores.
*5962	Automatic Merchandising, Machine Operators.
*5541	Gasoline Service Stations.
5812	Eating Places.
5813	Drinking Places (Alcoholic Beverages).
Services:	
7011	Hotels, Motels and Tourist Courts.
*7933	Bowling Alleys.
*7997	Membership Sports and Recreation Clubs[1]

*These establishments shall be included in the survey universe if they have 8 or more employees.
[1]Only Golf and Country Clubs shall be surveyed.

(c) A lead agency may not omit an industry listed in (b) from any regular-schedule wage survey.

(d) A lead agency may add other industry classes from within the wholesale, retail and service industry divisions (for example, laundries and dry cleaning plants, miscellaneous retail stores) to a regular survey in an area where these industries account for significant proportions of local private employment of the kinds and levels found in local NAF employment. Any additional industries to be surveyed must be defined in terms of entire industry classes (fourth-digit breakdown) in order to permit development of a definable wage survey universe. The following illustrate the two-, three-, and four-digit breakdowns used in the SIC:

(i) Two-digit—72 (Major Group)—Personal Services.Three)-digit—721 (Group Number)—Laundry and Dry Cleaning Plants. Four-digit—7211 (Industry Number)—Power Laundries, Family and Commercial.

(ii) Two-digit—75 (Major Group)—Automotive Repair, Services, and Garages.
Three-digit—753 (Group Number)—Automotive Repair Shops.
Four-digit—7538 (Industry Number)—General.
Four-Digit—7539 (Industry Number)—Automotive Repair Shops Not Elsewhere Classfied.

(3) *Establishments included in regular wage surveys.*

(a) *Minimum establishment size.* All establishments having 20 or more employees in the prescribed industries within a survey area are included within the survey universe except for the establishments in the prescribed industries classified by SIC 5962, SIC 5541, SIC 7933, and SIC 7997. These establishments shall be included in the survey universe if they have eight or more employees.

(b) *Method of operation.* In areas with relatively few establishments, surveys cover all establishments within the prescribed industry and size groups. Ordinarily, however, the specific establishments to be covered in the survey are selected under standard probability sample section procedures. Thus, the survey sample is fully representative of all significant establishments in the surveyed industry classifications within the survey area. Sample selection procedures, however, permit an individual establishment to be included in the survey with certainty rather than being left to chance of random selection where such inclusion is considered highly important and the establishment otherwise is within the area, industry, and size of establishment coverage prescribed for the area by the lead agency. Establishments to be included in a wage survey with certainty must be identified to the Bureau of Labor Statistics prior to its drawing the establishment sample.

(c) *Drawing the survey establishment sample.* The Bureau of Labor Statistics draws a statistical sample for a survey based on the survey specification provided by the lead agency, and following standard statistical sampling techniques. The resulting establishment list includes all establishments to be included with certainty and those selected to represent all other establishments in the survey area that are in the prescribed industry and size of establishment coverage. The Bureau of Labor Statistics also provides a supplemental list of establishments which may be used to replace any on the basic list which do not participate in the survey. The

establishment list also shows the weights to be assigned the survey establishments to reflect the number of establishments in the universe that they represent.

(d) An agency may not omit from a survey an establishment included in an establishment list drawn under statistical sample procedures, unless that establishment declines to participate in the survey.

(e) An agency may not add an establishment to a statistically drawn survey establishment list and include it in a survey unless it is to replace an establishment on the list which declines to participate in the survey and the substitute establishment is an alternate establishment selected under statistical procedures for that purpose.

(4) *Survey jobs.*

(a) In each local wage survey, wage rate data are collected for a prescribed list of jobs which cover a wide range of occupations common in skill and responsibility in both industry and NAF activities. Use of these survey jobs provides a means of sampling industrial wage levels which prevail for work similar to that performed by the NAF employees under the Federal NAF Wage System.

(b) Survey job descriptions, prepared by the Office of Personnel Management, are keyed to industrial work situations and are also representative of wage occupations and work levels in NAF activities. Descriptions of survey jobs which are authorized to be used in regular wage surveys are provided in appendix E. The survey jobs and their indicated use are as follows:

(i) *Jobs which are required to be surveyed.*

Job No.	*Job title*	*Job grade*
1	Janitor (Light)	1
2	Food Service Worker	1
4	Food Service Worker	2
31	Fast Food Worker	2
5	Janitor	2
6	Laborer ♦ (Light) ♦	2
7	Laborer (Heavy)	3
8	Service Station Attendant	3
9	Stock Handler	4
10	Short Order Cook	5
11	Materials Handling Equipment Operator	5
12	Warehouseman	5
13	Service Station Attendant	5
14	Truck Driver (Light)	5
16	Truck Driver (Medium)	6
18	Truck Driver (Heavy)	7
20	Cook	8
21	Carpenter	9
22	Painter	9
23	Automotive Mechanic	10
24	Electrician	10

(ii) *Jobs which may be surveyed on an optional basis (see (d), below).*

Job No.	*Job title*	*Job grade*
3	Service Station Attendant	1
29	Groundskeeper	4
30	Grill Attendant	4
15	Tractor Operator	6
17	Bowling Equipment Mechanic	7
♦ 25	Building Maintenance Worker	7 ♦
19	Vending Machine Mechanic	8
♦ 26	Building Maintenance Worker	8
27	Air Conditioning Equipment Mechanic	8 ♦
50	Truck Driver (Trailer)	8
♦ 28	Air Conditioning Equipment Mechanic	10 ♦

(c) A lead agency may not omit a required survey job from a regular schedule wage survey.

(d) A lead agency may include in a regular NAF wage survey, without prior approval Office of Personnel Management, an optional job listed in (b)(ii), above, when:

—There are two or more NAF employees in the job in the wage area; and

—Wage data for the added job are considered essential to the wage-fixing process.

e. **Providing data collectors.** The local wage survey committee determines the number of data collectors needed for a wage survey and provides for their training and supervision.

(1) *Determining the number of data collectors needed.* Upon receipt from the lead agency of information concerning the estimated number of establishments, the local wage survey committee determines the number of data collectors required to conduct the survey, including alternates for unforeseen contingencies.

(a) One-half of the data collectors are local NAF employees recommended by the committee member representing the qualifying labor organization, and one-half NAF employees recommended by local Government activities.

(b) The labor member provides the names and employing activities of local NAF employees it recommends as regular and alternate data collectors. Each nominee must be an employee of an NAF activity in the wage area.

(c) The committee determines the number of agency data collectors to be provided by each local activity.

(2) *Selecting and appointing data collectors.*

(a) The committee provides to the head of each local activity a list of its employees nominated as labor data collectors, and indicates the specific number of regular and alternate data collectors to be selected and appointed by the activity head (i) from the union nominations and (ii) from other employees of the activity.

(b) The head of a local activity selects and appoints the prescribed number of employees to serve as data collectors and alternates, and provides the local wage survey committee with a list of employees of each category appointed.

(c) Primary consideration in the selection of employees to be used as data collectors, whether nominated by a labor organization or a local NAF activity, is given to their overall ability to perform the duties which will be assigned to them. Data collectors must measure up to the following requirements of knowledge and ability. They must be:

(i) well-versed in the occupational content of a wide range of wage occupations;

(ii) well-acquainted with NAF wage administration practices;

(iii) able to approach the collection of wage data objectively and open-mindedly, and to avoid any semblance of prejudicial approach;

(iv) able to maintain pleasant relationships in communicating with people;

(v) sufficiently balanced and mature to talk intelligently to private industry management on an equal footing.

(3) *Maintaining confidentiality of wage survey data.* Each data collector having access to data collected must retain this information in confidence, and is subject to disciplinary action by his employer upon proof of violation of confidence of data secured from private employers. Any violation by an employee is reported to his or her employing agency, and by a participant designated by a labor organization and its headquarters, and shall be cause for the lead agency immediately to remove the offending person from participation in the wage survey.

f. **Preparing for the survey.** (1) Following receipt of the establishment list from the lead agency, and before the ordering of the survey, the local wage-survey committee completes advance preparation for the wage survey. These include:

(a) Preparing and mailing introductory letters to the survey establishments asking for their participation in the survey.

(b) Organizing data collection teams. Each team consists of one data collector nominated by the qualifying labor organization and one data collector representing the NAF activities having wage employees in the area.

(c) Instructing data collectors.

(d) Designating the establishments to be visited by each data collection team.

(e) Providing of survey forms to each data collection team.

(2) The committee cautions data collectors against beginning the collection of wage survey data prior to the ordering of the survey by the lead agency.

(3) Upon completion of all advance preparations the chairperson of the committee notifies the lead agency that the committee is ready to begin the survey.

g. **Ordering the survey.** The survey order is issued by the lead agency when it has been advised by the chairperson of a local wage survey committee that the committee is ready to begin the survey.

h. **Conducting the wage surveys.** After the wage survey has been ordered, the committee proceeds to conduct the wage survey in accordance with procedures in appendix F. The committee:

(1) Provides assistance as requested by data collectors during the survey.

(2) Assigns alternates to substitute for data collectors who are unable to keep individual data collection appointments or to complete survey assignments.

(3) Assigns an alternate acceptable to an establishment which objects to an assigned data collector.

(4) From the list provided by the Bureau of Labor Statistics to the lead agency for this purpose, assigns alternate establishments to be substituted for any declining to participate in the survey, and any establishment which is currently in a strike or lockout situation. Makes initial contacts, by letter or telephone, to obtain participation by the alternate establishment. If an establishment of predominant importance cannot be surveyed, the committee chairperson immediately reports this situation to the lead agency for further survey instructions.

i. **Reviewing wage survey data.** The local wage survey committee:

(1) Reviews all wage data obtained by data collectors and makes its decision on the acceptability of pay data reported, the accuracy of rate computations, the correct preparation of survey forms, and on any differences between data collectors about the comparability of job matches, discriminatory rates, or interpretation and application of the policies and procedures in survey instructions.

(2) Directs data collectors to recontact establishments as necessary to clarify data reported, to account for inconsistent rate relationships among jobs of an establishment, to account for marked differences in job and rate data reported for an establishment in consecutive surveys, or to verify the comparability of job matches reported.

(3) Identifies on the survey forms each item of data considered questionable or unacceptable so that the item can be related to the full explanation of the committee's reasoning which is in its report.

(a) Data are acceptable only when obtained in accordance with survey instructions—

—for jobs and from establishments which clearly are within the scope of the survey specifications;

—for jobs which clearly match survey descriptions; and

—in a form which permits computation of weighted average rates for each establishment for each job (or provides such averages).

(4) Has summary forms prepared for wage data which the committee considers acceptable under the survey specifications and procedures ♦, if requested. ♦

j. **Report of local wage survey committee.** The local wage survey committee prepares a complete report of its activities, decisions, and recommendations. The report includes a full presentation of the reasoning upon which the committee bases its recommendations on any data considered questionable or unacceptable (cross-referenced with each item of such data in the survey forms) and on any other matter. A majority vote of the committee constitutes its recommendation, but a member of the minority may file a dissenting report within 72 hours of the committee's decision.

k. **Forwarding the survey data.** The local wage survey committee then forwards its report and all wage data, including any which it recommends not be used in making pay determinations, to the lead agency, along with the committee's reasoning concerning any deletions or other changes to data reported by data collectors. The report, including any minority report filed, is forwarded by a date specified by the lead agency.

l. **Followup.** The local wage-survey committee should follow up on establishments which were negotiating at the time of visits and forward information on changes to the lead agency. This data will be forwarded to the lead agency and used if received before approval of the wage schedule.

S5–7. REGULAR SCHEDULE FULL-SCALE SURVEYS IN AREAS NOT HAVING LOCAL WAGE SURVEY COMMITTEES

a. **General.** (1) This section prescribes methods for conducting regular full-scale wage surveys in areas not having local wage-survey committees.

(2) These surveys have the same purpose and coverage as described in S5–6a for regular full-scale wage surveys in areas having local wage survey committees.

(3) Forms illustrated in appendix F also are used in conducting wage surveys under this section.

b. **Requirements for wage surveys.** These requirements are the same as those described in S5–6b.

c. **Lead agency.** Except as provided in section S5–6d the lead agency performs the same survey functions as for surveys covering areas where there are

work occur between 3 p.m. and midnight (second shift) or between 11 p.m. and 8 a.m. (third shift).

(24) *Day,* unless otherwise defined or limited, means a calendar day and not a workday.

(25) *Nonworkday* means any calendar day outside of those calendar days within an employee's basic workweek exclusive of holidays and nonworkdays established by Federal statute, Executive order, or other administrative order.

(26) *Environmental differential* means additional pay that has been authorized as specified in appendix J for a duty involving unusually severe hazards or unusually severe working conditions.

(27) *Retained rate of pay* means the rate of pay to which an employee is entitled when changed to a lower grade, reassigned or otherwise changed to a Federal Wage System grade or pay level having a maximum scheduled rate of pay which is less than the employee's existing scheduled rate of pay.

S8–3. APPLICATION OF PAY RATES TO NAF WAGE EMPLOYEES

a. **Rates payable.** Except as otherwise specifically provided in subchapters S9 and S10 of this supplement, each employee occupying an NAF wage job will be paid at an appropriate step rate of the applicable NAF wage schedule currently authorized for the local NAF wage area in which employed.

b. **New appointments.** Except as provided in (1) and (2) below, a new appointment is made at the minimum rate of the grade.

(1) *Appointments above minimum rates in recognition of special qualifications.* An agency may make a new appointment at the second rate of the appropriate grade in recognition of special qualifications; for example, an applicant with skills and experience of an exceptional or highly specialized nature in his/her trade or craft. In each case the document prepared for an NAF employee appointed above the mainimum rate in recognition of special qualifications will contain a statement under remarks referring to this authority.

(2) *Appointments above minimum rates for jobs in specific hard-to-fill occupations.* The lead agency for a local NAF area may authorize use of the second, third, fourth, or fifth rate as the appointment rate for one or more grades of an occupation at one or more locations within a wage area based upon a finding that (i) the hiring rate prevailing for the particular occupation and grade among private employers in the locations is higher than the minimum rate for the applicable grade on the local Federal wage schedule and (ii) that local Federal installations and activities cannot recruit qualified employees at that minimum rate. The finding may be based upon a study initiated by the lead agency, another agency, or any local installation having NAF wage employees, or upon a finding and recommendation of the local wage-survey committee.

(3) The lead agency will amend the local NAF wage schedules as appropriate to show each location, occupation, and grade in which appointments are to be made above the minimum rate of the grade and the rate at which appointments are to be made. This rate will then be the lowest authorized rate which may be paid by any installation in the designated locations to any NAF employee in this occupation and grade.

(4) An authorization to appoint above the minimum rate is automatically cancelled with installation of a revised wage schedule for the area unless the authorization is provided in the new schedule by the lead agency. Before it implements a cancellation of above-minimum rates, an installation shall discuss the cancellation with officials of exclusively recognized labor organizations representing NAF employees affected by the cancellation. No employee shall have his/her pay reduced because of cancellation of an authorization.

c. **Position or appointment change.** Subject to section S8–3d, and to pay retention provisions in subchapter S9, when an employee is reemployed, transferred, reassigned, promoted, or changed to a lower grade, an agency may pay him/her at any rate of his/her grade which does not exceed his/her highest previous rate; however, if his/her highest previous rate falls between two rates of his/her grade, the agency may pay him/her at the higher rate. When an employee's type of appointment is changed in the same job, an agency may continue to pay him/her at his/her existing scheduled rate or may pay him/her at any higher rate of his/her grade which does not exceed his/her highest previous rate; however, if his/her highest previous rate falls between two rates of his/her grade, the agency may pay him/her at the higher rate.

d. **Promotion.** (1) Upon promotion, an employee is entitled to be paid at the lowest scheduled rate of the grade to which promoted which exceeds his or her existing scheduled rate of pay by at least four percent of the representative rate of the grade from which promoted. This rule also applies to an employee promoted from a single-rate job under a special schedule to a multi-rate job under the regular schedule.

(2) If, upon promotion, there is no rate of pay in the grade to which promoted which meets the above requirements, the employee shall be paid (i) the maximum schedule rate of the grade to which promoted or (ii) his or her existing scheduled rate of pay, if that rate is the higher. This rule also applies to promotions from a multi-rate job under the regular schedule to a single-rate job under a special schedule, including promotions into an apprentice or shop trainee program. (For instructions concerning the application of a new or re-

vised wage scheduled to an employee who is being paid at a rate in excess of the maximum scheduled rate of his or her grade, see S8–6c(2).)

(3) When a promotion is to a position in a different wage area, the agency shall determine the employee's pay entitlement as if there were two pay actions—a promotion and a reassignment—and shall process them in the order which gives the employee the maximum benefit. In other words, the employee's pay entitlement shall be determined as if the employee were promoted under the old wage schedule and then reassigned to the new wage area and then promoted under the wage schedule, whichever provides the greater benefit.

(4) Upon promotion, an employee may be granted the benefit of the highest previous rate provisions of S8–3c is this would result in a higher rate of pay than would result from applying the provisions of subparagraph (1) above.

e. **Computation of highest previous rate.** (1) The highest previous rate for NAF wage employees of the Veterans Administration is based on a regular tour of duty at that rate under an appointment not limited to 90 days or less, or for a continuous period of no less than 90 days under one or more appointments without a break in service. The highest previous rate for NAF wage employees of the Department of Defense or the Department of Transportation is based on a regular tour of duty at that rate.

(2) The highest previous rate may be based upon a rate of pay received during a period of temporary promotion so long as it is not used as a vehicle to circumvent the period required for within-grade pay increases.

(3) The highest previous rate may not be based on (i) a rate received for an appointment as an expert or consultant under 5 U.S.C. 3109, or (ii) a rate of basic pay established under 5 U.S.C. 5303, or (iii) a rate established under paragraph S8–3b.

(4) When an NAF employee's rate of pay is one which was established under 5 U.S.C. 5303, or paragraph S8–3b, his/her highest previous rate is the rate to which he/she would have been entitled had the rate established under 5 U.S.C. 5303 or paragraphs S8–3b (a) and (2) not applied to him/her.

(5) If the highest previous rate was earned in a wage job it is the current rate of the grade and step-rate of the former job on the same type of wage schedule in the wage area in which the employee is being employed, or the actual earned rate, whichever is higher. If the highest rate previously received falls between two rates of the new grade, the agency may consider the higher of the two rates as the highest previous rate.

(6) If the NAF employee's former scheduled rate was earned on a General Schedule or other statutory pay schedule job, the highest previous rate is the current statutory rate for the same grade and step rate of that schedule.

f. **Effective date.** (1) *Normal.* The effective date of a change in pay rate because of the grading or regrading of a job is the date the action is approved in the agency or a subsequent date specifically stated.

(2) *Retroactive.* An NAF employee who is qualified for his/her official job and performs its duties, but who through administrative error is not paid the appropriate rate of his/her grade, shall have his/her rate corrected retroactively effective by appropriate administrative action. This corrective payment is not to be regarded as a retroactive promotion.

g. **General pay-fixing guides.** (1) *Rates considered in making pay adjustments.* Unless specifically stated otherwise, only scheduled rates of pay are considered in making pay-rate adjustments in this subchapter.

(2) *Pay computation rule.* For pay computation purposes, rates are computed to the nearest cent, counting one-half of a cent and over as a whole cent. ♦ Whenever it is necessary to convert a basic annual rate to an hourly rate, the hourly rate shall be derived by dividing the annual rate by 2080 for employees having a basic 40-hour workweek or greater. If an employee has a workweek of less than 40-hours, the hours in his/her basic workweek should be multiplied by 52 and the result divided into the annual rate. ♦

(3) *Simultaneous pay changes.* When a job or appointment change and entitlement to a higher rate of pay occur at the same time, the higher rate of pay is considered an NAF employee's existing scheduled rate of pay. If the employee is entitled to two pay benefits at the same time, the agency shall process the changes in the order which give him/her the maximum benefit.

(4) *Cost-of-living allowance as base pay in nonforeign overseas area.* When an employee in a nonforeign overseas area is changed from the General Schedule to a Wage Schedule within the same area, any nonforeign area differential or cost-of-living allowance he/she is receiving in the General Schedule job is added to his/her scheduled rate of pay for the purpose of establishing his/her rate of pay in his/her wage job. The nonforeign area differential or cost-of-living allowance is not added to the representative rate when determining the nature of the action.

(5) *Effect on the rate of pay due to subsequent move to another area.* If an employee is reassigned or promoted in the same agency to an area without, or with a lesser cost-of-living allowance or post differential, his/her rate of pay is reduced by the amount of the difference in the cost-of-living allowance or post differential prescribed for the old and new duty posts.

h. **Pay while on leave.** During periods of compensable leave, NAF wage employees are paid at their basic

rates (including night shift differential). This provision is applicable even though the basic workweek may include workdays with hours exceeding eight per day for which overtime rates are paid. (Example: An employee whose regularly scheduled basic workweek consists of four 10-hour days is absent on paid leave for the entire week. He or she will receive 40 hours of straight-time pay (as contrasted with 32 hours of straight-time pay and eight hours of overtime pay which he/she would have received had he/she worked the entire week). Similarly, if this employee works the first eight hours of a regularly scheduled workday and takes leave the last two hours, he/she will receive 10 hours of straight-time pay for the day (as contrasted with eight hours of straight-time pay and two hours of overtime pay which he/she would have received had he/she worked the entire day).

◆ i. *Lump-sum leave payments*. (1) When an employee is on the rolls on the issue date of a wage schedule, but separates before the effective date of the increase, the employee is entitled to receive his/her lump-sum annual leave payment at the higher rate for the period extending beyond the effective date. (Comptroller General Decision B–164371, May 28, 1980).

(2) When an employee separates after a wage survey is ordered but before the issue date of the wage schedule, and his/her annual leave extends beyond the effective date of the increase, the employee is entitled to receive his/her lump-sum annual leave payment at the higher rate for the period extending beyond the effective date. This provision applies when the issue date of the wage schedule is prior to the effective date set by 5 U.S.C. 5344(a). (Comptroller General Decision B–164371 May 28, 1980).

(3) When wage schedules are adjusted pursuant to a wage survey, the survey order date will be shown on the schedule. ◆

j. **Erroneous reemployment.** When an NAF employee is reemployed in error without bad faith on his/her part, he/she shall be paid for the time worked prior to his/her being separated for disqualification. For NAF wage employees of the Veterans Administration who are covered by part 752B of OPM regulations. OPM prescribes a minimum advance notice period of 30 days.

k. **Administrative error.** When an administrative error is made in determining the correct rate of pay attaching to a job or payable to an employee under an established wage schedule, correction of the administrative error shall be made retroactively to the effective date of the action. For example:

(1) *Lower rate*. When an NAF employee's rate of pay through administrative error is fixed at the minimum rate of the grade instead of at the highest rate he/she had previously earned, contrary to the agency's administrative policy, retroactive adjustment shall be made. When, however, the employee's rate of pay was fixed at the minimum rate under agency administrative regulation, action to permit payment at the highest previous rate is in error. An NAF employee has no vested right on reemployment to receive the highest previous rate of pay; it is within administrative discretion to fix this rate at the minimum step of the grade to which appointed.

(2) *Higher rate*. When the initial rate of pay of an NAF employee is fixed upon promotion at a rate higher than that authorized under agency administrative policy, but within the highest previous rate rule under the Federal NAF Wage System, the employee's rate of pay will not be changed to a lower rate of pay.

S8–4. NIGHT SHIFT DIFFERENTIAL AND PREMIUM PAY

a. **General.** This section prescribes the payment of night shift differential, environmental differentials paid for exposure to various degrees of hazards, physical hardships, and working conditions of an unusually severe nature, and the forms of premium pay to which NAF wage employees are entitled in addition to their scheduled rate of pay. Pay authorized under this section must be paid whenever an employee performs work under the conditions and circumstances described. Conversely, it may not be paid unless specifically authorized by this section.

b. **Overtime pay.** (1) *Authority.* In accordance with the provisions of 5 U.S.C. 5544 and 5 U.S.C. 5550, an NAF wage employee (including a part-time or an intermittent wage employee) is entitled to overtime pay for work in excess of eight hours in a day or in excess of 40 hours in an administrative workweek, whichever is the greater number of overtime hours, that is:

—officially ordered or approved; and

—performed by the employee.

(2) *Standby and on call duty.* An NAF wage employee who is regularly required to remain at or within the confines of his/her post of duty in excess of eight hours a day in a standby or an on call status is entitled to overtime pay only for hours of duty, exclusive of eating and sleeping time, in excess of 40 a week. (For callback overtime work, see paragraph S8–4b(b).)

(3) *Work exceeding eight hours in a day.* When an NAF wage employee works more than eight hours in one day, including Sunday or a holiday, time in excess of the eight hours is paid at the overtime rate even though it is a part of a scheduled 40-hour week. Example:

—four 10-hour days;

—four 9-hour days and one 4-hour day.

(4) *Overtime rates*. Except as otherwise specifically

authorized, an agency shall pay an NAF wage employee for overtime work performed at the rate of one and one-half times his/her rate of basic pay.

(5) *Overtime rate for Sunday or holiday work.* An NAF wage employee is paid for overtime work on a Sunday or a holiday at the same rate as for overtime work performed on another day.

(6) *Computing overtime rate.* The hourly overtime rate is computed as follows:

—If the rate of basic pay of the employee is fixed on an hourly basis, multiply the basic hourly rate of pay by one and one-half.

—If the rate of basic pay of the employee is fixed on an annual basis, divide the annual rate of pay by the number of nonovertime hours worked per year and multiply the quotient by one and one-half. The total number of hours worked per year is determined by multiplying the weekly hours by the number of weeks worked per year.

—If the rate of basic pay of the employee is fixed on a monthly basis, multiply the monthly rate of pay by 12 to derive an annual rate of pay. Divide the annual rate of pay by the number of nonovertime hours worked per year and multiply the quotient by one and one-half.

(7) *Computing overtime pay for night work.*

(a) Overtime pay for an NAF employee regularly working a shift for which the night shift differential is paid for the entire shift will be computed on the night rate, even though the hours of overtime worked extend into, or fall entirely within, a day shift. When the overtime work is performed on a day not regularly scheduled as a workday for the employee or his/her organization, overtime pay is computed on the rate of the employee's last previous regularly scheduled shift. When the overtime work is performed on a day not regularly scheduled as a workday for the employee, but is a regularly scheduled shift for the organization, overtime pay is computed on the rate of the shift actually worked by the employee on that day.

(b) Overtime pay for an NAF employee having a regularly rotating tour of duty which includes two or more shifts is computed on the rate of the employee's regularly scheduled shift in effect for the calendar day on which the overtime work is performed. When the overtime work is performed on a day not regularly scheduled as the workday of an employee, overtime pay is computed on the average rate of basic pay for all regularly scheduled shifts worked by the employee during the basic workweek.

(8) *Computing overtime pay for NAF employees paid on other than a time rate basis.* The NAF job-grading system provides a basis for placing each NAF type position within a grade of a schedule under the system. For a position compensated in whole or in part by such forms of pay as tips, commission, piece rates or other such nontime rate basis, all premium payments will be computed on the basis of the payline rate for the same level of position on the appropriate NAF regular wage schedule.

(9) *Computation of overtime worked.* The computation of the amount of overtime work of an NAF employee is subject to the following conditions:

—*Leave with pay.* An employee's absence from duty on paid leave during the time when he/she would otherwise have been required to be on duty during a daily or weekly tour of duty (including authorized absence on a legal holiday or on a non-workday established by Executive or Administrative order) is considered employment and does not reduce the amount of overtime pay to which the employee is entitled for work performed in excess of eight hours in a day of work in excess of 40 hours in an administrative workweek. Payment of the overtime rate is authorized only if the employee performs work during the hours in excess of the 8-hour day, or the 40-hour workweek. Leave or absence with pay under 5 U.S.C. 6302 (annual leave or sick leave) is charged only for an absence that occurs during a basic workweek.

—*Leave without pay.* For a period of leave without pay in an employee's basic workweek, an equal period of service performed outside the basic workweek, but in the same administrative workweek, shall be substituted and paid for at the rate applicable to his/her basic workweek before any remaining period of service may be paid for at the overtime rate on the basis of exceeding 40 hours in the workweek. For a period of leave without pay in an employee's daily tour of duty, an equal period of service performed outside the daily tour of duty, but in the same workday shall be substituted and paid for at the rate applicable to his/her daily tour of duty before any remaining period of service may be paid for at the overtime rate on the basis of exceeding eight hours in a workday.

—*Night, holiday, or Sunday work.* Hours of night, holiday, or Sunday work are included in determining for overtime pay purposes the total number of hours in employment in the same administrative workweek.

—*Callback overtime work.* Irregular or occasional overtime work performed by an employee on a day when work was not scheduled for him/her, or for which he/she is required to return to his/

her place of employment, is considered at least two hours in duration for the purpose of overtime pay, whether or not work is performed. Thus, callback time is viewed as an exception to the general rule that overtime compensation may only be allowed for work actually performed. However, two hours is the maximum that may be paid in the absence of work beyond the two hours.

◆ When an employee following a regularly scheduled tour of duty performs unscheduled overtime work when early reporting for duty merges with and continues into a regularly scheduled tour of duty for the day, the employee is not entitled to the two hour minimum callback overtime provision. (45 CG 53) ◆

(10) *Effect of overtime on the deductions for Federal retirement and Federal group life insurance.* For NAF employees of the Veterans Administration pay for overtime work is not included in the amount of pay upon which retirement and group life insurance deductions are computed. Retirement and group life insurance deductions for an employee whose scheduled 40-hour workweek includes a daily tour of duty of more than eight hours are computed on the basis of 40 hours at the regular non-overtime hourly rate.

(11) *Compensatory time.* There is no authority to give NAF wage employees compensatory time off in lieu of overtime payments. An NAF wage employee must be paid at the prescribed work rate for overtime work performed.

c. **Night shift differential.** An NAF prevailing rate employee is entitled to pay at his/her scheduled rate plus a differential of seven and one-half percent of his/her scheduled rate for regularly scheduled nonovertime work when a majority of his/her work hours occur between 3 p.m. and midnight; or ten percent of his/her scheduled rate if the majority of his/her work hours occur between 11 p.m. and 8 a.m. The night shift differential is paid for the entire shift when the majority of hours, meaning a number of whole hours greater than one-half (including meal breaks), fall within the specified periods. (53 Comptroller General 814)

(1) *Shifts for which night shift differentials are payable.*

—An authorized night shift differential of seven and one-half percent will be paid for the entire shift when a majority of the employee's regularly scheduled nonovertime hours of work fall between the hours of 3 p.m. and midnight.

—An authorized night shift differential of ten percent will be paid for the entire shift when a majority of the employee's regularly scheduled nonovertime hours of work fall between the hours of 11 p.m. and 8 a.m.

(2) *Relation of night shift differential to overtime, holiday, and Sunday premium pay.* Night shift differentials are included in the rates of basic pay for NAF wage employees which are used as a basis for computing overtime pay, Sunday pay, and holiday pay, and, where applicable, amounts of deductions for retirement and group life insurance.

(3) *Computation of night pay.*

—*Absence on holidays or in travel status.* An NAF wage employee regularly assigned to a night shift for which the night shift differential is payable, is entitled to the night shift differential for periods of excused absence on a holiday or while in official travel status during the hours of his/her regular night shift or on court leave.

—*Temporary assignment to a different tour of duty.* (i) An NAF wage employee regularly assigned to a night shift who is temporarily assigned to another night shift with a higher differential shall receive the higher differential when the majority of the employee's regularly scheduled nonovertime hours of work during the temporary assignment fall within a regularly scheduled shift for which the higher differential is payable. (ii) An NAF wage employee regularly assigned to a day shift is entitled to a night shift differential for any period during which he/she is temporarily assigned to work a regular shift for which a night shift differential is otherwise payable. (iii) A wage employee regularly assigned to a night shift shall continue to receive his/her regular night shift differential during a temporary assignment to the day shift or to another night shift with a lower differential.

—*Absence on leave.* The night shift differential payable during periods of leave with pay depend upon the shift to which the employee is assigned at the time of going on leave and the duration of the assignment.

—An employee regularly assigned to a night shift on a full-time basis will, during periods of absence with pay, receive the night shift differential.

—An employee assigned to a regular rotating schedule involving work on both day and night shifts will, during periods of absence with pay, receive pay as follows: (i) Pay at rates payable on the day shift will be paid for that portion of the absence occurring during periods when the employee is scheduled to work the day shift and (ii) night shift differentials will be payable for the portion of the absence occurring during periods when the employee is scheduled to work night shifts.

—When an employee who is regularly scheduled to work the day shift is absent with pay during a temporary assignment to shifts for which a night shift differential is payable, he or she will be paid as follows: (i) If the assignment to the night shift is of indefinite duration and no expiration date is specified for the assignment, an employee going on leave with pay while so assigned will receive the night shift differential during such part of the period of the absence as he or she would have been required to work on a shift for which a night shift differential is payable and (ii) if the assignment to the night shift is of specified duration, an employee going on leave while so assigned will receive the night shift differential only for that portion of the absence which falls within the specified period of assignment to the night shift. After the expiration of the specified period his or her pay will revert to the day rate.

—If an employee is changed from the day to the night shift at irregular intervals and it cannot be administratively determined that he or she is assigned basically to either shift, payment during periods of absence with pay will be at the rate for the shift on which he was working at the time the absence began.

(4) *Night shift differential and lump-sum leave payment.*

—Lump-sum leave payment will be made at the applicable night shift differential rates for all regularly scheduled periods of night shift duty covered by the unused annual leave as if the employee had continued to work beyond the effective date of separation.

—When a night shift has been formally cancelled or an employee has been regularly scheduled for continuous day shift work on or before the date of separation, the lump-sum leave payment will be computed on the day rate.

(5) *Part-time and intermittent employees.*

—A prevailing rate employee who works on a regularly scheduled shift of less than eight hours duration (such as a part-time or intermittent employee), is entitled to a night shift differential if a majority of his or her hours are worked during a period in which a night shift differential is payable.

(6) *Split shifts.*

—There is no authority to permit splitting of the night shift differential. An employee will either receive a 7½ percent differential for an entire shift or a 10 percent differential for an entire shift if a majority of hours occur during the hours authorized for a night shift differential.

(7) *Meal breaks.*

—Meal breaks of one hour or less that occur when a night shift differential is authorized should be included for purpose of determining a prevailing rate employee's entitlement to a night shift differential. Thus, in the situation where an employee works from 11:30 a.m. to 8 p.m., with a meal break from 3:30 p.m. to 4 p.m., the 30-minute meal break is included to determine that a majority of hours of work occur during the second shift and a 7½ percent night shift differential is payable.

d. **Pay for holidays.** (1) *Pay for holidays on which NAF employees are excused from work.*

—An NAF wage employee of the Veterans Administration having a regular tour of duty and serving under an appointment not limited to 90 days or less or who has been currently employed for a continuous period of 90 days under one or more appointments without a break in service who is excused from work because of the occurrence of a holiday is entitled to the same rate of pay for that day, including any applicable night differential, as if he or she had worked.

—An NAF wage employee of the Department of Defense or the Department of Transportation having a regular tour of duty who is excused from work because of the occurrence of a holiday is entitled to the same rate of pay for that day, including any applicable night differential, as if he or she had worked.

(2) *Pay for work performed on a holiday.*

—An NAF wage employee who is entitled to holiday premium pay and who performs work on a holiday is entitled to his or her rate of basic pay plus premium pay at a rate equal to his or her rate of basic pay for that holiday work which is not (i) in excess of eight hours or (ii) overtime work.

—An NAF wage employee is entitled to pay for overtime work performed on a holiday at the same rate as for overtime on other workdays.

—An NAF wage employee who is entitled to holiday premium pay and who is required to report for

	Morris	DoD	January	even	US Army Armament Research Development Command
	Ocean	DoD	October	even	Naval Air Station, Lakehurst, NJ
New Mexico	Bernalillo	DoD	April	odd	Kirtland Air Force Base
	Dona Ana	DoD	April	odd	White Sands Missile Range
New York	Clinton	DoD	March	even	Plattsburgh Air Force Base
	Kings-Queens	DoD	January	even	Navy Resale System Office, Brooklyn, NY
	Niagara	DoD	January	odd	Niagara Falls International Airport
	Oneida	DoD	March	even	Griffiss Air Force Base
	Onondaga	DoD	March	even	Hancock Field
	Orange	DoD	March	even	West Point Military Academy
North Carolina	Craven	DoD	January	odd	Marine Corps Air Station, Cherry Point, NC
	Cumberland	DoD	May	even	Fort Bragg
	Wayne	DoD	May	even	Seymour Johnson Air Force Base
North Dakota	Grand Forks	DoD	March	odd	Grand Forks Air Force Base
	Ward	DoD	March	odd	Minot Air Force Base
Ohio	Franklin	DoD	January	odd	Rickenbacker Air Force Base
	Greene-Montgomery	DoD	January	odd	Wright-Patterson Air Force Base
Oklahoma	Comanche	DoD	August	even	Fort Sill
	Oklahoma	DoD	August	odd	Tinker Air Force Base
Pennsylvania	Allegheny	DoD	August	odd	U.S. Army Support Activity, Oakdale, PA
	Bucks-Montgomery	DoD	October	even	Naval Air Station, Willow Grove, PA
	Cumberland	DoD	January	even	Carlisle Barracks
	Franklin	DoD	January	even	Letterkenny Army Depot
	Lebanon	DoD	January	even	Indiantown Gap Military Reservation
	Philadelphia	DoD	October	even	Naval Support Authority
	York	DoD	January	even	New Cumberland Army Depot
Puerto Rico	Guaynabo-San Juan	DoD	July	odd	Fort Buchanan
Rhode Island	Newport	DoD	January	odd	Naval Education and Training Center Newport, RI
South Carolina	Charleston	DoD	July	even	Charleston Naval Base
	Horry	DoD	January	odd	Myrtle Beach Air Force Base
	Richland	DoD	May	even	Fort Jackson

See footnote at end of table.

ANNUAL SCHEDULE OF NONAPPROPRIATED FUND WAGE SURVEYS—Continued

(Fiscal Year Basis)

State	Wage area	Lead agency	Beginning month of survey	Fiscal year of full-scale survey odd or even[1]	Location of host activity
South Dakota	Pennington	DoD	January	even	Ellsworth Air Force Base
Tennessee	Shelby	DoD	February	even	Naval Air Station, Memphis, TN
Texas	Bell	DoD	June	odd	Fort Hood
	Bexar	DoD	June	even	Fort Sam Houston
	Dallas	DoD	November	odd	Hqs., Army-Air Force Exchange Service
	El Paso	DoD	April	odd	Fort Bliss
	Lubbock	DoD	June	odd	Reese Air Force Base
	Nueces	DoD	June	even	Naval Air Station, Corpus Christi, TX
	Tarrant	DoD	November	odd	Carswell Air Force Base
	Taylor	DoD	June	odd	Dyess Air Force Base
	Tom Green	DoD	June	odd	Goodfellow Air Force Base
	Travis	DoD	June	even	Bergstrom Air Force Base
	Wichita	DoD	August	even	Sheppard Air Force Base
Utah	Davis-Salt Lake-Weber	DoD	March	odd	Hill Air Force Base
Virginia	Alexandria-Arlington-Fairfax	DoD	August	even	Cameron Station
	Chesterfield-Richmond	DoD	November	even	Fort Lee, Petersburg, VA
	Hampton-Newport News	DoD	May	even	Langley Air Force Base
	Norfolk-Portsmouth-Virginia Beach	DoD	May	even	Norfolk Naval Base
	Prince William	DoD	August	even	Quantico Marine Corps Base
Washington	King	DoD	September	even	Naval Support Activity, Seattle, WA
	Kitsap	DoD	September	even	Puget Sound Naval Shipyard
	Pierce	DoD	August	even	Fort Lewis
	Spokane	DoD	July	odd	Fairchild Air Force Base
Wyoming	Laramie	DoD	January	even	F. E. Warrin Air Force Base

[1]Full-scale and wage-change surveys are conducted in alternate years.

California—Continued
Monterey

Survey area
California:
Monterey
Area of application. Survey area.

Orange

Survey area
California:
Orange
Area of application. Survey area.

Riverside

Survey area
California:
Riverside
Area of application. Survey area.

Sacramento

Survey area
California:
Sacramento
Area of application. Survey area plus:
California:
Yuba
Oregon:
Jackson
Klamath

San Bernardino

Survey area
California:
San Bernardino
Area of application. Survey area.

San Diego

Survey area
California:
San Diego
Area of application. Survey area.

San Francisco

Survey Area
California:
San Francisco
Area of application. Survey area.

San Joaquin

Survey area
California:
San Joaquin
Area of application. Survey area.

California—Continued
Santa Barbara

Survey area
California:
Santa Barbara
Area of application. Survey area plus:
California:
San Luis Obispo

Santa Clara

Survey area
California:
Santa Clara
Area of application. Survey area plus:
California:
San Mateo

Solano

Survey area
California:
Solano
Area of application. Survey area.

Ventura

Survey area
California:
Ventura
Area of application. Survey area.

Colorado

Adams-Denver

Survey area
Colorado:
Adams
Denver
Area of application. Survey area plus:
Colorado:
Arapahoe
Mesa

El Paso

Survey area
Colorado:
El Paso
Area of application. Survey area plus:
Colorado:
Bent
Pueblo

Connecticut

New London

Survey area
Connecticut:
New London
Area of application. Survey area plus:

Connecticut—Continued

New London—Continued

Connecticut:
New Haven

Delaware

Kent

Survey area
Delaware:
Kent
Area of application. Survey area plus:
Delaware:
Sussex
Maryland:
Kent

District of Columbia

Washington, D.C.

Survey area
District of Columbia:
Washington, D.C.
Area of application. Survey area.

Florida

Bay

Survey area
Florida:
Bay
Area of application. Survey area.

Brevard

Survey area
Florida:
Brevard
Area of application. Survey area.

Dade

Survey area
Florida:
Dade
Arera of application. Survey area plus:
Florida:
Palm Beach

Duval

Survey area
Florida:
Duval
Area of application. Survey area plus:
Florida:
Alachua
Clay
Columbia
◆ Georgia:
Camden ◆

Florida—Continued

Escambia

Survey area
Florida:
Escambia
Area of application. Survey area plus:
Florida:
Santa Rosa

Hillsborough

Survey area
Florida:
Hillsborough
Area of application. Survey area plus:
Florida:
Pinellas
Polk

Monroe

Survey area
Florida:
Monroe
Area of application. Survey area.

Okaloosa

Survey area
Florida:
Okaloosa
Area of application. Survey area.

Orange

Survey area
Florida:
Orange
Area of application. Survey area.

Georgia

Chatham

Survey area
Georgia:
Chatham
Area of application. Survey area plus:
Georgia:
Glynn
Liberty
South Carolina:
Beaufort

Clayton-Cobb-Fulton

Survey area
Georgia:
Clayton
Cobb

Texas—Continued
Bexar—Continued

Texas:
Comal
Galveston
Harris
Kerr
Val Verde

Dallas

Survey area
Texas:
Dallas
Area of application. Survey area plus:
Texas:
Fannin
◆ Galveston
Harris ◆

El Paso

Survey area
Texas:
El Paso
Area of application. Survey area.

Lubbock

Survey area
Texas:
Lubbock
Area of application. Survey area plus:
New Mexico
Curry
Texas:
Potter

Nueces

Survey area
Texas:
Nueces
Area of application. Survey area plus:
Texas:
Bee
Calhoun
Kleberg
Webb

Tarrant

Survey area
Texas:
Tarrant
Area of application. Survey area plus:

Texas—Continued
Tarrant—Continued

Texas:
Cooke
Palo Pinto

Taylor

Survey area
Texas:
Taylor
Area of application. Survey area.

Tom Green

Survey area
Texas:
Tom Green
Area of application. Survey area plus:
Texas:
Howard

Travis

Survey area
Texas:
Travis
Area of application. Survey area.

Wichita

Survey area
Texas:
Wichita
Area of application. Survey area.

Utah
Davis-Salt Lake-Weber

Survey area
Utah:
Davis
Salt Lake
Weber
Area of application. Survey area plus:
Utah:
Tooele
Uintah

Virginia
Alexandria-Arlington-Fairfax

Survey area
Virginia: (cities)
Alexandria

Virginia—Continued
Alexandria-Arlington-Fairfax—Continued

Virginia: (counties)
Arlington
Fairfax
Area of application. Survey area.

Chesterfield-Richmond

Survey area
Virginia: (cities)
Richmond
Virginia: (counties)
Chesterfield
Area of application. Survey area plus:
Virginia: (cities)
Bedford
Charlottesville
Salem
Virginia: (counties)
Caroline
Nottoway
Prince George
West Virginia:
Pendleton

Hampton-Newport News

Survey area
Virginia: (cities)
Hampton
Newport News
Area of application. Survey area plus:
Virginia: (cities)
Williamsburg
Virginia: (counties)
York

Norfolk-Portsmouth-Virginia Beach

Survey area
Virginia: (cities)
Norfolk
Portsmouth
Virginia Beach
Area of application. Survey area plus:
North Carolina:
Pasquotank
Virginia: (cities)
Chesapeake
Suffolk
Virginia: (counties)
Northampton

Prince William

Virginia—Continued
Prince William—Continued

Survey area
Virginia:
Prince William
Area of application. Survey area plus:
Virginia:
Fauquier

Washington
King

Survey area
Washington:
King
Area of application. Survey area plus:
Washington:
Island
Snohomish
Whatcom
Yakima

Kitsap

Survey area
Washington:
Kitsap
Area of application. Survey area plus:
Clallam

Pierce

Survey area
Washington:
Pierce
Area of application. Survey area plus:
Oregon:
Clatsop
Coos
Douglas
Multnomah
Tillamook
Washington:
Clark
Grays Harbor

Spokane

Survey area
Washington:
Spokane
Area of application. Survey area plus:
Oregon:
Umatilla
Washington:
Adams
Walla Walla

Appendix E.

Survey Job Descriptions

Jobs Which Are Required To Be Surveyed

Survey Job No.	*Job Title*	*Computer Job No.*	*Job grade*
1	Janitor (Light)	001	1
2	Food Service Worker	002	1
4	Food Service Worker	004	2
31	Fast Food Worker	031	2
5	Janitor	005	2
6	Laborer (Light)	006	2
7	Laborer (Heavy)	007	3
8	Service Station Attendant	008	3
9	Stock Handler	009	4
10	Short Order Cook	010	5
11	Materials Handling Equipment Operator	011	5
12	Warehouseman	012	5
13	Service Station Attendant	013	5
14	Truck Driver (Light)	014	5
16	Truck Driver (Medium)	016	6
18	Truck Driver (Heavy)	018	7
20	Cook	020	8
21	Carpenter	021	9
22	Painter	022	9
23	Automotive Mechanic	023	10
24	Electrician	024	10

Jobs Which May Be Surveyed on an Optional Basis (See S5–6b(4) (d))

Survey Job No.	*Job title*	*Computer Job No.*	*Job grade*
3	Service Station Attendant	003	1
29	Groundskeeper	029	4
30	Grill Attendant	030	4
15	Tractor Operator	015	6
17	Bowling Equipment Mechanic	017	7
♦ 25	Building Maintenance Worker	025	7 ♦
19	Vending Machine Mechanic	019	8
♦ 26	Building Maintenance Worker	026	8
27	Air Conditioning Equipment Mechanic	027	8 ♦
50	Truck Driver (Trailer)	050	8
♦ 28	Air Conditioning Equipment Mechanic	028	10 ♦

SURVEY JOB DESCRIPTIONS

1. Janitor (Light) — *Grade: 1*

Performs light custodial work in wholesale, retail, service, or recreational establishments. Typical tasks performed include a combination of the following: Sweeps, vacuums, dry mops, waxes, and polishes floors. Dusts and polishes furniture, empties ash trays and waste baskets. Cleans and polishes lavatory bowls, basins, and exposed plumbing fixtures. Replenishes soap and paper supplies. May use lightweight hand or household type electrical cleaning equipment.

2. Food Service Worker — *Grade: 1*

Performs *one* or *more* of the following tasks:

In the Service Area: Sets up glasses, silverware, butter, condiments, salads, desserts, bread, and cold beverages on serving counter as instructed. Removes soiled dishes from tables and transports to the dishwashing unit. Wipes or washes tables.

In the Food Preparation Area: Cuts, scrapes, chops, dices, peels fruits and vegetables, and operates electric potato peeler. Cleans, scrubs, wipes, or washes service equipment such as work tables and refrigerators.

In the Dishwashing Area: Separates food waste and trash. Pre-rinses dishes. Loads dishes in dishwasher; stacks and stores dishes.

4. Food Service Worker ***Grade: 2***

Performs *one* or *more* of the following tasks:

In the Serving Area: Sets up food service counter, steam tables, dining room tables, and side service stands with hot and cold foods. Serves food cafeteria-style to customers.

In the Food Preparation Area: Makes coffee in large urns according to the number of servings desired; with responsibility for timing and brewing. Makes a variety of fruit and vegetable salads. Places standard amounts of food in small dishes or glasses. Prepares sandwiches which require *no* cooking. Packs lunches.

31. Fast Food Worker ***Grade: 2***

Operates kitchen equipment that fries, grills, broils, bakes, mixes or dispenses, such *simple* food items as french fries, fish or chicken portions, hamburgers, pizzas, milk shakes and beverages.

Food preparation is *highly automated, standardized,* and *production-line-like*. The preparation process is often controlled by *automatic* or *simple manual timing devices*. Employees are usually assigned to various *"stations"* where food items are prepared, assembled, dispensed, or packaged. Employees at each "station" perform *reptitious* and *standardized* tasks. Employees may rotate between "stations" as needed.

Simple tools such as "spatulas," "serving tongs" or "pizza paddles" may be used.

Workers may be required to perform *one* or *more* of the following tasks in any *one* or *more* of the areas, or "stations" responsible for preparing the following types of food:

Hamburgers/Cheeseburgers

Places hamburgers on a grill or conveyor-type feeder. Workers add pre-measured or standardized amounts of cheese, and condiments in assembling the final sandwich for sale to customers.

French Fries, Fish, Chicken

Place fries, fish or chicken into deep-fat fryer equipped with a timer. Worker is required to unload finished food, package in bages, trays, or other containers for sale to customer.

Pizza

Worker adds tomato sauce, cheeses and various toppings as requested by customer. Places pizza in pre-set oven, determines readiness by visual inspection and removes when done. Cuts finished pizza and places on a tray or in a container.

Milk Shakes and Other Beverages

Fills milk shake, soda, or coffee machines with proper amount of solution, syrup, or ingredient. Dispenses beverages into cups, mixes milk shakes, and stocks for future sales to customers.

Matching Emphasis and Comments

Employees who grill steaks, chops, poultry, fish, bacon or eggs *to order,* turning as required and adjusting the heat; or that cook to a recipe; or that make a *large variety* of *specialized* sandwiches are *not* a match.

5. Janitor ***Grade: 2***

Performs custodial work in wholesale, retail, service, or recreational establishments. Typical tasks performed include a combination of the following: Scrubs, wet mops, waxes and polishes floors. Cleans walls, ceilings, room partitions, and polishes fixtures that require use of a ladder. Washes and replaces venetian blinds. Removes stains from surfaces such as rugs, drapes, walls, floors and fixtures by use of chemicals and cleaning solutions. Moves furniture cabinets, boxes, crates and comparable items to sweep and remove trash or other refuse. Uses industrial type powered cleaning equipment.

Exclude workers who specialize in window washing.

6. Laborer (Light) ***Grade: 2***

Performs a variety of manual laboring tasks in wholesale, retail, service, or recreational establishments. Typical tasks performed include one or more of the following: Loads and unloads materials on or from trucks, freight cars, or other transporting devices. Moves materials by hand, hand truck, or dolly. Opens and closes packages and boxes using hammers, shears, and crowbars. Sorts and stacks various items by obvious breakdowns. Collects items such as sacks, paper, rags, scrap lumber, and other waste materials, sorting into piles according to coloring, marking, shape or other easily recognized features. Places reusable items in containers, and disposes of wastes by bailing or burning.

NOTE: Reports data for workers moving, loading, or unloading materials frequently weighing 50 pounds or more under Laborer (Heavy).

7. Laborer (Heavy) ***Grade: 3***

Performs a variety of heavy manual laboring tasks in wholesale, retail, service, or recreational establishments. Typical tasks performed include the following: Loads and unloads materials on or from trucks, freight cars, or other transporting devices. Moves materials by hand, hand truck, or dolly. Opens and closes heavy wooden crates and boxes. Sorts and stacks various items by obvious breakdowns. Uses hammers, shears, and crowbars. Frequently handles objects weighing 50 pounds or more.

♦ 8. Service Station Attendant ***Grade: 3***

Performs a variety of the following duties: Operates pumps to dispense gasoline and checks crank case, radiator, and battery levels and adds appropriate fluids as required. Checks air pressure in tires and inflates to correct pressure. Charges batteries and insures that proper amounts of water and acid are added. Removes and installs windshield wipers, and replaces light bulbs. Records meter readings of pumps and "dipstick" measures of gasoline storage tanks, checks for presence of water in storage tanks. Completely washes exterior and interior of cars. Cleans equipment, station areas and rest rooms. Collects money, makes change for sales of gasoline, motor oil, etc. May operate a cash register. ♦

9. Stock Handler ***Grade: 4***

Performs various stock handling duties in wholesale, retail, service, or recreational establishments. Typical tasks performed include a combination of the following: Unloads incoming trucks and checks markings for quantities against figures shown on receiving documents. Identifies and reports damaged items. Places items in stockroom locations, stacking items in groups by commodity and size. Stocks empty spaces on shelves, cases, and arranges merchandise in a neat and orderly manner. Assists in inventories of stock by counting items and giving figures to responsible person.

10. Short Order Cook ***Grade: 5***

Performs a *wide variety* of "short-order" cooking. Prepares and cooks to order such things as hamburgers, chops, steaks, poultry, bacon, vegetables, eggs and pancakes. Seasons food and regulates cooking time and temperatures. *May assist* senior cooks in the preparation of food that requires special or difficult recipes and long preparation time.

Matching Emphasis and Comments

Jobs are a match when in addition to the primary duty of short order cooking, lower level tasks such as the following are performed: selling prepackaged food items; serving soft drinks, tea, coffee or milk; and/or taking money and making change.

11. Materials Handling Equipment Operator ***Grade: 5***

Performs materials handling duties in wholesale, retail, service, or recreational establishments. Typical duties include the following: Operates gasoline, diesel, or electric powered warehouse tractors or tow trucks to move materials or equipment in and around such locations as warehouse or large storage areas. May also operate fork lift equipment with a rated capacity of less than 10,000 pounds.

12. Warehouseman ***Grade: 5***

Performs warehousing duties in wholesale, retail, service, or recreational establishments. Typical tasks include a combination of the following: Verifies items received against receiving documents, noting discrepancies and reporting findings. Selects specific storage locations within the framework of a general warehousing plan. Stores, stacks, and palletizes items considering factors such as size, weight, quantity, spoilage, pilferage and safety to others. Examines stock for deterioration and damage; and files reports of findings. Selects and assembles items for shipment or issue and insures that shipments are properly loaded on correct conveyances. Conducts inventory of stock on hand and reports reasons for discrepancies. Loads materials on trucks and freight cars. Moves stock by hand, hand trucks, or dollies.

♦ 13. Service Station Attendant ***Grade: 5***

Performs a variety of the following duties: Greases and lubricates vehicle parts such as universal joints, steering knuckles, springs, and front-end rods using hand and compressed-air powered grease guns. Drains crankcase and refills with prescribed kind and amount of oil. Checks fluid levels in transmission, braking systems, rear-end and power steering reservoirs. Checks oil filters, air filters, fan belts, windshield wipers, tail pipes, head and tail lights, hoses and

similar items; makes replacements and adjustments. Performs state required vehicle safety inspections. Occasionally washes and steam-cleans vehicles. Records inventory of gasoline, oil, and other supplies used. ⧫

14. Truck Driver (Light) ***Grade: 5***

⧫ Drives a vehicle (truck, carryall, automobile, jeep, station wagon) within the *local commuting area* to transport materials or passengers between various establishments. May load or unload vehicle and may collect money. The load carrying capacity of the truck driven is up to and including one ton.

NOTE: Jobs are *not* a match which include sales responsibilities. ⧫

16. Truck Driver (Medium) ***Grade: 6***

⧫ Drives a truck within the *local commuting area* to transport materials or passengers between various establishments. May load or unload truck and may collect money. The load carrying capacity of the trucks is over one ton but less than four tons.

NOTE: a. Jobs are *not* a match which include sales responsibilities.

b. Trucks pulling a trailer or semi-trailer are not a match. ⧫

18. Truck Driver (Heavy) ***Grade: 7***

⧫ Drives a truck within the *local commuting area* to transport materials and passengers between various establishments. May load or unload truck and may collect money. The load carrying capacity of the truck is four tons and over.

NOTE: a. Jobs are *not* a match which include sales responsibilities.

b. Trucks pulling a trailer or semi-trailer are *not* a match. ⧫

25. Building Maintenance Worker ***Grade: 7***

⧫ Performs work in at least two of the three occupational areas described below:

1) *Carpentry:* Measuring, cutting, constructing or repairing wood or wood substitute items, such as scaffolds, staging parts, panels, bins, pallets, concrete forms, dry wall interiors, sheathing, and roof decking. Close tolerances or the application of complex trade mathematics and methods are not required.

2) *Painting:* Following specific oral or written instructions, this worker performs the following tasks: Mixes coating materials (paints, varnishes, shellacs), removes rust, scales, dirt, old paint from surface by brushing or sanding, and applies coating to surface using brushes, rollers, sprayguns, etc., insuring that the surfaces are fully coated and free from drips or runs.

3) *Plumbing:* Makes plumbing repairs that can be accomplished by removing, cleaning, replacing, packing and sealing defective parts, such as dirty traps, sections of broken tile pipe, leaky drains, faucets and unions. ⧫

20. Cook ***Grade: 8***

Prepares a *full variety* of meats, poultry, seafood, vegetables, sauces, and gravies. Prepares several menu items for one meal ensuring that all items cooked are ready for serving at the same time. Prepares food requiring common to complex recipes and/or long preparation time.

Matching Emphasis and Comments

A "chef" who is responsible for *managing* and *supervising* other cooks and kitchen employees is *not* a match for this cook.

26. Building Maintenance Worker ***Grade: 8***

⧫ Performs work in at least two of the three occupational areas described below:

1) *Refrigeration and Air Conditioning Equipment Repair:* Troubleshoots and repairs a variety of domestic and commercial refrigeration and air conditioning units and systems, such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers, evaporative fans, water dispensers, window units, and other equipment of comparable complexity. The units and systems serviced are usually designed so that a few testing techniques will locate worn or broken parts, and the repairs are not normally complicated.

2) *Heating Equipment Repair:* Installs, troubleshoots, and repairs a variety of small and domestic heating units and systems. These include coal, oil, and gas burning floor furnaces, hot air furnaces, low pressure hot water and steam boilers and other equipment with comparable arrangements of heat sources, controls, and circulating methods. Works from oral or written instructions. Traces malfunctions and replaces fixtures such as safety devices, thermostats, heating elements, overload switches, heater strips and magnetic coils. Installs, adjusts, and repairs stokers, motors, blowers, pilots, and igniters.

3) *Electrical Work:* Makes electrical repairs that can be accomplished by removing, replacing, tightening, splicing, soldering, and insulating defective wiring, controls, equipment, and fixtures, such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures, and poorly operating thermostats. ♦

27. Air Conditioning Equipment Mechanic ***Grade: 8***

♦ Installs, troubleshoots and repairs a variety of domestic and commercial refrigeration and air conditioning units and systems such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers, evaporative coolers, attic and evaporative fans, water dispensers, window units, and other equipment of comparable complexity. The units and systems serviced are usually designed so that a few testing techniques will locate worn or broken parts, and the repairs are not normally complicated.

Note: This mechanic works on smaller, less complex refrigeration and air conditioning equipment, whereas our 028 job is concerned with large, and complex systems that perform a variety of air conditioning functions such as heating, cooling, humidifying, dehumidifying, cleaning, filtering, and circulating air. ♦

21. Carpenter ***Grade: 9***

Performs carpentry duties in wholesale, retail, service, or recreational establishments. Typical tasks performed include most of the following: Constructs and maintains in good repair wooden articles and structures such as counters, benches, partitions, doors, floors, stair casings and wood trim. Plans and lays out work from blueprints, drawings or oral instructions. Selects materials and tools to be used. Measures and cuts materials to required lengths, using hand or portable power tools of the carpentry trade, shop woodworking equipment, and standard measuring instruments such as rulers, carpenter's squares and levels. Makes standard shop computations relating to dimensions of work.

Exclude wage data for workers engaged in constructing and repairing cabinets and furniture, or wooden furnishings on boats, where the skills of a cabinetmaker are required; constructing or repairing wooden boats; fabricating wooden boxes and crates; blocking and bracing materials and equipment on vehicles or railroad cars.

22. Painter ***Grade: 9***

Performs painting duties in wholesale, retail, service, or recreational establishments. Typical tasks performed include most of the following: Paints and redecorates walls, woodwork, and fixtures using brushes, rollers, and spray guns. Examines surfaces to determine proper coating materials. Prepares wood, metal and other surfaces, by sanding and scraping. Blends colors and mixes paints and other surfacing material. Applies prime, intermediate, and finish coats including decorative finishes by stippling, graining, marbling, and mottling.

Exclude data for workers whose primary duties are automobile or sign painting.

23. Automotive Mechanic ***Grade: 10***

Overhauls and repairs automobiles, buses, trucks and tractors of an establishment. Performs automotive mechanic duties in wholesale, retail, service, or recreational establishments. Typical tasks performed include most of the following: Diagnoses the source of trouble and determines the extent of repairs required on engines, power transmissions, suspension, steering, and braking systems, and related electrical, fuel, hydraulic and wheel assemblies. As specified in manufacturers' manuals, tears down, adjusts, repairs, reassembles, and runs operational checks on components of these systems. Tunes and adjusts vehicle components to prescribed operating tolerances. Uses specialized testing equipment, such as compression testers, motor analyzers, test benches, and specialized measuring instruments such as micrometers, vernier calipers, and dial indicators.

24. Electrician ***Grade: 10***

Performs electrical duties in wholesale, retail, service or recreational establishments. Typical tasks performed include most of the following: Installs, repairs and tests electrical systems, electrical shop equipment, emergency or standby generation systems, and internal electrical power distribution facilities, such as switchboards, controllers, circuit breakers, motors, heating units, and conduit systems. Plans and lays out work from blueprints, sketches, wiring diagrams or specifications. Diagnoses trouble in the electrical system or equipment. Makes standard computations relating to load requirements of wiring or electrical equipment. Uses specialized measuring and testing instruments

such as voltmeters, ammeters, wattmeters, ohmmeters, and meggers.

28. Air Conditioning Equipment Mechanic ***Grade: 10***

♦ Installs and makes repairs on large systems that provide for a variety of air-conditioning functions such as heating, cooling, humidifying, dehumidifying, cleaning, filtering and circulating air. The systems are used to condition the air of structures such as large office buildings and complexes, including those with areas that have special requirements such as communications centers, electronic data processing centers and other areas with sensitive equipment. Uses a knowledge of the refrigeration cycle of several commercial and industrial systems to locate and check elements and defective parts. Dismantles, repairs, and reassembles units such as pumps, impellers, compressors, chillers, receivers, and evaporators. When making repairs of this nature, installs and fits connecting rods, crankshafts, piston rings, bearings, and bushings; adjusts or replaces gaskets, springs, floats, diaphragms, seals and couplings; and aligns motors and flywheel drives. Uses refrigerant tables and calculates air flow in order to locate and repair faulty equipment.

Note: This mechanic works on large, complex system whereas our 027 job is concerned with smaller refrigeration and air conditioning equipment such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers and other equipment of comparable complexity and size. ♦

3. Service Station Attendant ***Grade: 1***

Operates electrically controlled pumps to refuel vehicles. May wash windshields, and accepts payment. (Does *not* perform "under-the-hood" checks or servicing.)

29. Groundskeeper ***Grade: 4***

According to directions, performs a combination of several duties such as: planting, transplanting, seeding, resodding, mulching, dusting, spraying, watering, cultivating, cutting, arranging, pruning and trimming trees, shrubs, flowers and grass. Operates a variety of hand and power garden tools and equipment such as lawn mowers, seeders, spreaders, edgers, hedge trimmers, and sprayers. On a golf course mows grass on tees and greens. Applies specified amounts of fertilizer, insecticide and fungicide to designated areas on the golf course. Connects hose and sprinkler to irrigate turf. Sets tee markers, rakes and refills sand traps.

Matching Emphasis and Comments

a. The Groundskeeper works according to directions given by a *greenskeeper,* which makes it different from a laborer's job.

b. The Groundskeeper is *not* responsible for determining *when* or *which* methods are to be used.

30. Grill Attendant ***Grade: 4***

Performs a *limited variety* of *simple cooking tasks* without detailed instructions. For example, *grills to order* eggs, bacon, sausages, pancakes, and other quickly prepared food. Issues to waiters or serves to customers over the counter.

NOTE: Does *not* assist senior cooks in the preparation of food that requires special or difficult recipes and long preparation time.

15. Tractor Operator ***Grade: 6***

Operates a *field-type* tractor with attached or towed equipment such as mowers, cutter bars, plows, harrows, sprayers, discs, front end loaders, movable dozer blades, and backhoes. Makes multiple connections to the tractor such as attaching and setting the depth of plow blades or the height of mower blades. Work is usually performed on the level or rolling terrain of golf courses.

17. Bowling Equipment Mechanic ***Grade: 7***

Performs major repairs and maintenance for electrical and mechanical bowling alley equipment such as automatic pinsetters, ball returns, ball cleaners, speed cradle stops, telescore units, and hole borers. Diagnoses malfunctions, and disassembles, replaces parts, reassembles, adjusts, and makes final operational tests using standard repair techniques, materials and tools. Uses a variety of tools such as soldering irons, wrenches, pliers, and screwdrivers. Cleans and lubricates machines. Performs general housekeeping tasks relating to proper standards of appearance, cleanliness and safety.

NOTE: Jobs that *only* sand and varnish bowling lanes are not a match.

19. Vending Machine Mechanic ***Grade: 8***

Installs, repairs, and adjusts a variety of parts and accessories of vending machines such as wired and printed circuits, liquid pumps and tubing. Makes adjustments and settings to manufacturer's specifications. Determines when parts should be cleaned or

replaced. Uses common hand tools such as wrenches, pliers, soldering irons, squares, levels and screwdrivers. Also uses a variety of test equipment such as voltage meters, AMX meters, circuit testers, pressure and dial gauges.

50. Truck Driver (Trailer) ***Grade: 8***

Performs truck driver duties wholesale, retail, service, or recreational establishments. Typical duties include the following: Backs and drives truck with trailer, or a truck tractor with semitrailer, or trailer coupled by use of a turntable (fifth wheel) or pintle (pivot) hook, to transport merchandise between various establishments. Directs and occasionally assists in the loading and unloading of trailers and the arranging of the cargoes. Connects and disconnects truck to or from a trailer. Follows orders of dispatcher or supervisor as to destination, purpose of trip and work to be done. Determines route to be followed. Usually signs for and obtains required receipts for cargo.

EXHIBIT 5: SAMPLE LETTERS REQUESTING THE PARTICIPATION OF PRIVATE ESTABLISHMENTS

The primary purpose of this section is to provide guidance on how to develop a letter designed to effectively request the participation of establishments in our FWS surveys.

In organizing and directing a survey, it is important to recognize that the "key" to a successful survey is the participation by private sector companies. For this reason, a special effort should be made to convince all of the companies selected for survey to participate. One sure method of letting a firm know that their taking part in our survey is important and appreciated is to individualize, or personalize our letter to them. By demonstrating a genuine interest and appreciation from the outset, the chances are better that companies will respond with a greater willingness to contribute to our surveys. These companies are giving of their time and information to participate in our survey, therefore, all of our contacts, whether by letter, telephone, or in person, should clearly demonstrate our appreciation. By putting in some extra time and effort into the development of these "participation letters" we demonstrate this appreciation. Remember, without the participation of these companies . . . we have no survey!

The letter should introduce yourself so that when you make your follow up telephone call, they know who you are and have some idea of what you want. The letter should "open the door" for the phone call to follow.

When you write to a company which has previously participated in our surveys, a short, "here-we-are-again", type of letter may be all that is needed. To a new company, a more informative and persuasive letter would be appropriate. For a company who has refused to participate in previous surveys, a different, more imaginative effort, is required. For instance, a company that has refused because of a known company policy against such participation versus a company that refused because the timing had been inconvenient, or for some other known or unknown reason, will probably require different approaches in the letter to suit the situation.

Examples of letters fitting several of these circumstances are as follows. These are *only* examples and do not represent the only or the best language possible.

Sample Letter to a New Company

Dear:

(Lead Agency) will be conducting its *(Year)* wage survey in order to set the rates of pay for federal blue-collar workers in the *(Name of Area)* area, beginning the week of *(Date)*.

Our principal objective is to pay our federal workers wages that approximate local going rates. We regard this policy as equitable because it minimizes the possibility of the local federal activities paying rates higher than other employers such as yourself, and at the same time assures our workers fair rates of pay. In order for us to achieve this objective, the participation of local firms such as yours is necessary.

All data gathered in our survey is treated as confidential. A summary of the survey results is provided to all participating firms in appreciation for their time and effort in contributing to a successful survey.

A representative from my survey staff will be telephoning you in the next few days seeking a date and time to visit at your convenience.

Should you have any questions concerning this survey, please call me at *(Phone #)*. We are looking forward to your participation in our survey.

Sincerely yours,

Chairperson

Sample Letter to a New Company that has Particpated in Previous Surveys

Dear (use name of previous contact if known to still be there)

(Lead Agency) will be conducting its *(Year)* wage survey in order to set rates of pay for the federal blue-collar workers in the *(Name of Area)* area, beginning the week of *(Date)*.

Your participation in our past surveys has proven most beneficial in helping us reach our goal of paying a prevailing rate to our workers. Your participation in this year's survey will enable us to maintain this policy and, of course, will be most appreciated.

A representative from my survey staff will be telephoning you in the next few days seeking a date and time to visit at your convenience.

Should you have any questions concerning this survey, please call me at *(Phone #)*.

Sincerely yours,

Chairperson

Sample Letter of a Company that has *Refused* to Participate in Previous Surveys for Reason(s) Unknown

Dear:

(Lead Agency) will be conducting its *(Year)* wage survey in order to set the rates of pay for the federal blue-collar workers in the *(Name of Area)* area, beginning the week of *(Date)*.

Our principal objective is to pay our federal workers wages that approximate local going rates. We regard this policy as equitable because it minimizes the possibility of the local federal activities paying rates higher than other employers such as yourself, and at the same time, assures our workers fair rates of pay. In order to us to achieve this objective, the participation of local firms such as yours is necessary.

Our records from previous surveys indicate that your firm has declined in the past to participate. We believe that your participation would be of significant value to our efforts, and for this reason we are again requesting your participation this year.

I would like the opportunity to answer any questions or concerns that you may have about our survey, and to explain in greater detail just how our survey works, its confidentiality, and its summary of results for participants. I will telephone you in the next few days in hope of discussing these matters with you.

Sincerely yours,

Chairperson

EXHIBIT 6. SAMPLE LETTER THANKING PARTICIPATING ESTABLISHMENTS FOR THEIR COOPERATION

DEAR SIRS/MADAMS: I wish to thank you for your cooperation in the recent survey of wage rates in the (name of wage area) area. The data collected have been of material assistance to the Federal Government in establishing its wage schedules for this area that conform to the general level of wage rates in effect in comparable private industry in this area. The enclosed summary presents the survey results.

The survey was conducted on a sample basis. To obtain optimum accuracy a greater proportion of large than of small establishments was included. In combining the data, however, all establishments were given their appropriate weight. Estimated numbers of employees, based on actual numbers in the establishments studied, are presented, therefore, as relating to all establishments.

Data were obtained from representative establishments employing either 8 or 20 or more employees within the following divisions—wholesale trade, retail trade and services. The summary includes a table showing the establishments and workers within the scope of the survey and the number studied in the area. It also shows the distribution of establishments by hourly rate of pay for each job surveyed, as well as the weighted average rate for the survey job. It does not include data which were considered on review to be an improper match for the job.

I hope that the summary will prove useful to you in your operations. Thank you again for your cooperation.

Sincerely yours,

Enclosure:

(In wage areas where surveys were not conducted on a sample basis omit paragraph 2).

EXHIBIT 7. SURVEY SUMMARY

Federal Wage System—NAF

Wage Area (Name of Wage Area)

(Month of Survey)

	All Divisions	
	Number of establishments	Worker in establishments
Within Scope of Survey	140	8,323
Surveyed	46	4,414

Job No	Job Title	Total No. of Estab	No. of Empls.	Wtd Avg All Estab	Distribution of Establishments by Hourly Rate
					310-319 | 320-329 | 330-339 | 340-349 | 350-359 | 360-369 | 370-379 | 380-389 | 390-399 | 400-409 | 410-419 | 420-429 | 430-439 | 440-449 | 450-459 | 460-469 | 470-479 | 480-489 | 490-499 | 500-509 | 510-519 | 520-529 | 530-539 | 540-549 | 550-559 | 560-569 | 570-579 | 580-589 | 590-599 | 600-609 | 610-619 | 620-629 | 630-639 | 640-649 | 650-659 | 660-669 | 670-679 | 680-689 | 690-699 | 700-709 | 710-719 | 720-729 | 730-739 | 740-749 | 750-759 | 760-769 | 770-779 | 780-789
001	Janitor (Light)	14	64	3.413	4 | 1 | | 1 | 4 | | | | 1 | | 1 | 1 | | | 1 | | | |

EXHIBIT 8. SAMPLE LETTER USED IN APPOINTING DATA COLLECTORS

Name of Employee
Activity

DEAR Mr., Miss, Mrs., Ms., : A wage survey is to be conducted in the wage area, beginning on or about . In order to carry out this survey it is necessary that a number of capable persons be assigned to the local wage-survey committee to act as wage-data collectors. You have been selected as one who may be entrusted with the difficult work of gathering wage data and related information from private firms in the area.

This is a responsible assignment and its successful accomplishment depends on the care and accuracy with which it is carried out. The rates of pay established for wage employees is nonappropriated fund activities in this area will depend heavily on the data collected by yourself and others. The data will be reported to the (name of lead agency), which has been designated to act as lead agency in conducting the wage survey and developing the required wage schedules for the area.

You will be representing the (name of employing agency) and the local wage-survey committee in personal contacts with private firms, which will require the utmost tact in order to insure good working relations. The information furnished by private employers will be given under a guarantee that it will be treated as confidential and you will be expected to respect this guarantee. Nothing which you learn as a result of your participation in this survey about a private employer's conditions of employment or wage rates may be divulged to other than authorized persons. An employee who violate this confidence will be subject to disciplinary action by his or her employer.

Please acknowledge receipt of this letter, and acceptance of this assignment on the enclosure.

Sincerely yours,

Signature,
Employing Activity Official

Endorsement:
Name of Official:
Employing Activity:

I (accept) (do not wish to accept) assignment to the local wage-survey committee as a data collector. In accepting this assignment I agree to keep all wage information in confidence.

Signed (Name of Employee)

Appendix H.

Sample Federal NAF Wage System Wage Schedule

(Name of Agency) *(Address)* *(Date of Issue)*

Subject: NAF regular wage rate schedules for the wage area of (name of wage area)

To: Commanding Officers of Military Departments and DoD Component Installation in the Area.

The crafts and trades schedules shown below have been established under authority of DoD directive 5120.42 "Department of Defense wage fixing authority—nonappropriated fund compensation programs." 19 May 1977, and are to be applied in accordance with the provisions of FPM Supplement 532–2 to installations listed on the reverse side.

	NA-Rates					NL-Rates					NS-Rates				
Step	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	
Grade															
1	3.38	3.52	3.66	3.80	3.94	3.72	3.87	4.02	4.18	4.33	4.41	4.59	4.77	4.96	5.14
2	3.71	3.86	4.01	4.17	4.32	4.08	4.25	4.42	4.59	4.76	4.63	4.82	5.01	5.21	5.40
3	4.04	4.21	4.38	4.55	4.72	4.26	4.44	4.62	4.80	4.97	4.85	5.05	5.25	5.45	5.66
4	4.21	4.39	4.57	4.74	4.92	4.44	4.63	4.82	5.00	5.19	5.07	5.28	5.49	5.70	5.91
5	4.39	4.57	4.75	4.94	5.12	4.73	4.93	5.13	5.32	5.52	5.36	5.58	5.80	6.03	6.25
6	4.63	4.82	5.01	5.21	5.40	5.10	5.31	5.52	5.73	5.95	5.68	5.92	6.16	6.39	6.63
7	4.95	5.16	5.37	5.57	5.78	5.45	5.68	5.91	6.13	6.36	6.00	6.25	6.50	6.75	7.00
8	5.28	5.50	5.72	5.94	6.16	5.81	6.05	6.29	6.53	6.78	6.33	6.59	6.85	7.12	7.38
9	5.60	5.83	6.06	6.30	6.53	6.16	6.42	6.68	6.93	7.19	6.72	7.00	7.28	7.56	7.84
10	5.93	6.18	6.43	6.67	6.92	6.53	6.80	7.07	7.34	7.62	7.11	7.41	7.71	8.00	8.30
11	6.26	6.52	6.78	7.04	7.30	6.88	7.17	7.46	7.74	8.03	7.50	7.81	8.12	8.43	8.75
12	6.58	6.85	7.12	7.40	7.67	7.24	7.54	7.84	8.14	8.44	7.89	8.22	8.55	8.88	9.21
13	6.90	7.19	7.48	7.77	8.05	7.60	7.92	8.24	8.55	8.87	8.28	8.63	8.98	9.32	9.67
14	7.23	7.53	7.83	8.13	8.43	7.95	8.28	8.61	8.94	9.27	8.67	9.03	9.39	9.75	10.11
15	7.56	7.87	8.18	8.50	8.81	8.31	8.66	9.01	9.35	9.70	9.06	9.44	9.82	10.20	10.57
16											9.45	9.84	10.23	10.63	11.02
17											9.82	10.23	10.64	11.05	11.46
18											10.20	10.63	11.06	11.48	11.91
19											10.58	11.02	11.46	11.90	12.34

(Signature and Title of Authorizing Official)

♦ *(Survey Order Date)* ♦ *(Effective Date)*

Illinois:
Rock Island Arsenal
Indiana:
Fort Benjamin Harrison
Kansas:
Fort Leavenworth
Fort Riley
Kentucky:
Fort Campbell
Lousiana:
Fort Polk
Maryland:
Aberdeen Proving Ground
Fort George G. Meade
Massachusetts:
Fort Devens
Natick Lab
New Jersey:
Fort Monmouth
New York:
U.S. Military Academy
Fort Hamilton
Camp Drum
North Carolina:
Fort Bragg
Oklahoma:
Fort Sill
Pennsylvania:
Carlisle Barracks
Indiantown Gap MR
New Cumberland AD
South Carolina:
Fort Jackson
Texas:
Fort Sam Houston
Fort Hood
Utah:
Desert Test Center
Dugway Proving Ground
Fort Douglas
Virginia:
Fort Monroe
Fort Myer
Fort Eustis
Fort Belvoir
Fort Lee
Washington:
Fort Lewis
District of Columbia:
Fort McNair
Walter Reed Hospital
Puerto Rico
(4) Department of the Navy

Schedules

Hourly rate plus tips for Bureau of Naval Personnel mess operations.

Employee Coverage:
Bartender
Waiter/Waitress

Basis for Rates: Hourly rates based on local wage surveys. Paid in accordance with one of the following pay plans: (1) hourly rate plus tip earnings, (2) hourly rate less tip earnings, (3) hourly rate less percentage of tip earnings.

Evaluation Plan: No formal grading structure.

Schedule Areas: Agencywide.

Schedules

Commission (percentage of gross sales) rate for U.S. Marine Corps activities.

Employee Coverage:
Automotive Mechanic
Barber
Beautician
Service Station Attendant
Shoe Shiner

Basis for Rates:
Percentage rates based on local wage surveys. Additional supervisory compensation based on total activity sales may be granted.

Evaluation Plan: Six to 20 level grading structures which may apply to either or both nonsupervisory and supervisory employees.

Schedule Areas: Agencywide.

Schedules: Piece rate for Dry Cleaner and Presser, U.S. Marine Corps activities.

Basis for Rates: Rates based on local wage surveys. Additional supervisory compensation based on total activity sales may be granted.

Evaluation Plan: Six to 20 level grading structures which may apply to either or both nonsupervisory and supervisory employees. Employees may be paid two separate piece rates—one rate for a certain quota of piecework and a second rate for piecework in excess of that quota.

Schedule Areas: Agencywide.

Schedules

Hourly rate plus tips for U.S. Marine Corps activities.

Employee Coverage:

Bartender
Food Service Worker (Busboy)
Waiter/Waitress

Basis for Rates: Local wage surveys.

Evaluation Plan: Four to 20 level grading structures.

Schedule areas: Agencywide.

Schedules: Hourly rate plus tips for Waiter/Waitress, Navy Resale System Office exchanges.

Basis for Rates: Pay practices follow those of local private industry. Generally tip earnings are in addition to guaranteed minimum wage.

Evaluation Plan: No formal grading structure.

Schedule Areas: Agencywide.

Schedules

Special pay plans for Navy Resale System Office exchanges.

Employee Coverage:

	Alternate pay plans	
Occupation	*Allowable commission percentage range*	*Hourly rate plus commission*
Automotive mechanic	60–70	$2.52 plus 50 percent.
Barber	55–94	Range from $0.13 plus 70 percent to $2.50 plus 75 percent.
Beautician	50–75	From $0.43 plus 70 percent to $1.70 plus 30 percent.
Radio/TV repairmen	50–65	From $3.46 plus 65 percent to $3.79 plus 10 percent.
Shoe shiner	62–75	From $1.10 plus 90 percent to $1.90 plus 65 percent.
Watch repairer	50–90	From $0.72 plus 60 percent to $3 plus 50 percent.

Basis for Rates: Earnings are set so as to be comparable to those of private industry and regular schedule employees performing essentially the same level of work. Private industry data is collected during regular surveys if possible.

Evaluation Plan: No formal grading structure.

Schedule Areas: Agencywide.

Schedules

Commission (percentage of sales) rate for Navy Resale System Office exchanges.

Employee Coverage:

Occupation	*Allowable commission percentage range*
Cobbler	35–62
Engraver	65
Tailor/seamstress	60–73

Basis for Rates: Earnings are set so as to be comparable to those of private industry and regular schedule employees performing essentially the same level of work. Private industry data is collected during regular surveys if possible.

Evaluation Plan: No formal grading structure.

Schedule Areas: Agencywide.

Schedules

Special pay plans for Laundry/Dry Cleaning Operator, Navy Resale System Office.

Alternate pay plans	
Flat piece rate	*Hourly rate plus piece rate*
50 to 70 percent.	$1.76 to $2.13 per hour plus variable piece rate.

Basis for Rates: Earnings are set so as to be comparable to those of private industry and regular schedule employees performing essentially the same level of work. Private industry data is collected during regular surveys if possible.

Evaluation Plan: No formal grading structure. Under hourly rate plus piece rate plan, minimum hourly rate is guaranteed. In addition, work in excess of a stated quota of finished pieces per hour is paid at a prescribed rate for each additional finished piece.

Schedule Areas: Agencywide.

B. Department of Transportation Schedules

Schedules

Hourly rate plus tip for U.S. Coast Guard installations.

Employee Coverage:

Laborer (Bag Boy)
Waiter-Waitress

Basis for Rates: Local practices, except for rates in the Third Coast Guard District, Governor's Island,

New York, which follow the Navy grading and class program, and provide hourly rate plus tips and meals.

Evaluation Plan: No formal grading structure.

Schedule Areas:

For Laborer (Bag Boy):

Florida:
C.G. Air Station, Miami

For Waiter/Waitress:

Alabama:
C.G. Base, Mobile

Alaska:
C.G. Base, Kodiak

California:
C.G. Base, Alameda
C.G. Training Center, Petaluma

Connecticut:
C.G. Academy, New London

Florida:
Seventh C.G. District, Air Station, Miami

Hawaii:
Fourteenth C.G. District, Honolulu

Louisiana:
C.G. Base, New Orleans

Massachusetts:
First C.G. District, Base, Boston

New York:
Third C.G. District, Governor's Island

North Carolina:
C.G. Air Base, Elizabeth

Ohio:
Ninth C.G. District, Cleveland

Virginia:
C.G. Base, Portsmouth

Schedules

Piece rate for Barber, U.S. Coast Guard.

Basis for Rates: Local practices, except for Alaska rates which were negotiated with Barbers.

Evaluation Plan: No formal grading structure.

Schedule Area:

Alaska:
C.G. Base, Kodiak
Seventeenth C.G. District, Juneau

California:
Twelfth C.G. District, San Francisco

Connecticut:
C.G. Academy, New London

Hawaii:
Fourteenth C.G. District, Honolulu

Maryland:
C.G. Yard, Curtis Bay

New Jersey:
C.G. Training Center, Cape May
Third C.G. Base, Gloucester City

North Carolina:
C.G. Air Base, Elizabeth City

Virginia:
C.G. Port Safety Station, Norfolk

C. Veterans Administration Schedules

Schedules

Piece rate for Barber and Beautician, Veterans' Canteen Service.

Basis for Rates: Rates (percentage of individual sales) based on local wage surveys. Percentage must be 65–99 percent of employee sales. Earnings fall within range of Federal or State minimum wage (whichever is higher) and highest rate of VCS local wage schedule (step 5, grade 10).

Evaluation Plan: For the first six months of employment, hourly rate for leave and holiday pay is step 3 of grade 5 of VCS local wage schedule. After 6-month period, hourly rate is computed on basis of earnings during that period.

Schedule Areas: Agencywide.